

C. Thomas Willis – Resume

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Objective:

Find a position where over 35 years of administrative and team experience will add value to their operations, in a work environment which encourages collaboration and creativity.

Present Status:

I am a retired public school educator (middle school principal and middle school teacher). My wife was transferred from Lexington, KY to Indianapolis and now is the time to start a new chapter in my life.

Before we moved I was running my own Web Design Business and teaching computer database classes for the local realtor association. I would like to get back into teaching/education/administration.

Experience:

2005 – Present	Web Designer – owned web design business
8/99 – 7/05	Principal Harrison County Middle School (Cynthiana, KY)
8/69 – 8/99	<u>Kings Local School District – Kings Mills, Ohio</u>
8/86 – 8/99	Principal Kings Jr. High School/District Testing & Technology Coordinator
8/76 – 8/86	Assistant Principal /District Communications Director/Community Adult Ed. Coordinator
8/69 – 8/76	Teacher/Coach/Athletic Director/Play Director/AV Coordinator

Education:

1972 – Present	Variety of Graduate Level Classes and Administrative Seminars
1969 – 1972	Master of Science at Xavier University – Cincinnati, Ohio (Ohio Superintendent and Principal Certification)
1966 – 1969	Bachelor of Science at Miami University – Oxford, Ohio (BS in Education - Teaching)

Strengths:

Experience in and the ability to provide:

Motivation of staff and community through cooperative planning
Energetic self-starter with a positive outlook toward work and life
Problem solver use to high stress situations
Administrative, teaching, hiring, and a very strong evaluation background

Responsibilities as Building Principal:

- Daily operations of school with 600 to 950 students and 45 to 70 staff members.
- We organized the school using the team concept with most decisions shared by using the Deming Model for team management. Have had training in conflict resolution and group dynamics.
- Served on numerous district committees – Curriculum, Sports, community relations, Parent Teacher Organization, Safety, Evaluation, Building and maintenance (Four major building/remodeling projects)
- Evaluation of staff – Received advanced training in evaluation methods. Was asked to train other administrators in proper techniques and legal processes.
- Have worked with many of the state/local social organizations – police, social workers, prosecutors, welfare, drug rehabilitation services, drug enforcement agency, mental health services, clergy, etc.

Testing & Technology Coordinator:

- Selected the computer hardware and software for both office and classroom use:
Computers
Classroom software
Network Web master
- Trained administrators, teachers and community members how to use various software programs:
Word Perfect, Excel and Microsoft Word
Dbase and Access
State designated database programs
Web Design programs and Photoshop
- Served on district Technology Committee for many years:
- As District Testing Coordinator:
Selected software and trained staff in use of database management programs
Saw that data was properly processed, stored, evaluated, and distributed

Community and Teacher Education

- Set up the first adult community education classes in the Kings School District
- Taught classes and trained community and staff:
Computer Classes
Conflict Resolution
Taught Madeline Hunter and CHAMPS Classroom Management Methods
Lesson Design and Presentation
Web Design

Web Design Business

- Designed Web Sites for local businesses
- Taught computer classes at Bluegrass Association of Realtors – MLS Database Program

Additional Work Experiences

- Owned numerous rental properties which I remodeled
- Had Kentucky Realtor License and was a certified home inspector
- Owned a lawn care business
- Have traveled to all 50 states and 15 countries
- Held the following positions at Kings Local Schools: Athletic Director, Coach of Football – Basketball - Track, Play Director, Year Book Advisor, Bus Driver, District Communications Director, President of Teachers Association, Head of Teachers Negotiation Team, Member of the School Districts Negotiation Team, School Bus Driver

References: Available upon request