

C. Thomas Willis – Resume

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Objective:

A position where over 40 years of experience will add value to 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 has recently been 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 – designing web sites for businesses (www.neatwebsites.us)

8/99 – 7/05 Principal Harrison County Middle School (Cynthiana, KY)

8/69 – 8/99 Kings Local School District – Kings Mills, Ohio

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

1966 – 1969 Bachelor of Science at Miami University – Oxford, Ohio

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 evaluation background

References:

John Lazares – Warren County Superintendent of Schools 513-925-2900
Jim Acton – Principal at Kings Junior High (My former Assistant) 513-398-8050 Option 3

I have a collection of written recommendations that can be provided upon request.

Responsibilities as Building Principal:

- Daily operations of school with 600 to 950 students and 45 to 70 staff members.
- We organized the school under the team concept with most decisions shared by using the Deming Model for team management. Have had training in group dynamics.
- Served on numerous district committees – Curriculum, Sports, community relations, Parent Teacher Organization, Safety, 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 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

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