Beaufort County School District Online Application

Shelton, Carla - AppNo: 29552 Date Submitted: 4/25/2022

Personal Data

Name:	Carla	F	Shelton
	(First)	(Middle Initial)	(Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other:	Carla	F	West
	(First)	(Middle Initial)	(Last)

Email Address: [redacted]

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:

[redacted]

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

[redacted]

Employment Desired

No vacancies or pools are visible.

Experience

Please list
"ALL"
of your work experience
beginning with the most recent.

Current or Most Recent Position		**Employer Contact Information**		**Supervisor/Reference Contact Information**	
Columbia County School District Principal, Greenbrier High School		4781 Hereford Farm Road Evans, Ga 30809 706-541-2723		Mr. Steven Cummings, Assistant Superintendent 706-541-2723 steven.cummings@ccboe.net	
Date From - Date To:	07/2018 - 06/2022	**Full or Part Time:**	Full	**Last Annual Salary:**	123,000.00
Reason for Leaving:	Currently Employed				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: Presently serving in the position of principal. As principal, my primary responsibility is to provide instructional leadership and implement a cohesive educational program at the high school level. Additional areas of responsibility include but are not limited to the following: Build and sustain a school vision; Share leadership; Lead a learning community; Utilize data to make instructional decisions; Monitor curriculum, instruction, and assessment; Oversee the school climate to include fostering and sustaining the school climate, addressing internal and external dynamics at work in the school, establishing a learning environment based on high expectations and respect for all individuals, managing conflict and crisis in a timely and expert manner, and practicing shared decision making; Provide human resource administration to maintain effective operations; Oversee the teacher evaluation process; Provide school management and local school operations oversight; Manage communication and community relations at the local school; Maintain professionalism and a cohesive learning environment; Support continual student achievement, and Perform other duties as assigned.				

Experience Continued

Responsibilities/ Accomplishments at this Position continued...

Accomplishments:
2022 AP Honor School [AP Humanities/Achievement School, AP STEM/Achievement School, and AP School of Distinction]; 2021 Graduation Rate 98.7%; 2021 Top 5% in the Nation by US News and World Reports; 2019 College and Career Ready Performance Index, Greenbrier High School improved in the areas of Content Mastery [90.7 to 91.6], Readiness [87.9 to 88.7], and School Climate [87.50 to 88.80].

Previous Position Held		**Employer Contact Information**		**Supervisor/Reference Contact Information**	
McDuffie County School District Principal, Thomson High School		716 North Lee Street Thomson, GA 30824 (706) 986-4000		Dr. Mychele Rhodes Superintendent 706-986-4000	
Date From - Date To:	06/2016 - 06/2018	**Full or Part Time:**	Full	**Last Annual Salary:**	118,000.00
Reason for Leaving:	Obtained a position 30 miles closer to home and higher salary.				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: As the principal of Thomson High School, I served as the instructional and strategic leader for the school. Additional areas of responsibility included but were not limited to the following: Lead and monitored the implementation of the school system curriculum as mandated by the Georgia Department of Education and school system initiatives through classroom visits, grade level and department meetings, scheduling, and other related activities; Communicated organizational goals and objectives to stakeholders; Planned for student success; Evaluated staff and program effectiveness through data analysis and other assessment forms; Hired, trained, and retained highly qualified staff; Facilitated interpersonal interactions including, but not limited to problem resolution with students, parents and staff; Managed finances, resources, and physical plant; Performed other duties as assigned. Accomplishments: On the 2018 College and Career Ready Performance Index, Thomson High School improved its Overall CCRPI Score from 62.0 to 63.7. In addition, the school improved in the areas of Content Mastery [45.8 to 47.7], Progress [57.14 to 71.6], Closing Gaps [41.6 to 61.5], Readiness [46.8 to 66.6], and Graduation Rate [75.2 to 78.4].				

Previous Position Held		**Employer Contact Information**		**Supervisor/Reference Contact Information**	
Columbia County School District Principal, Harlem Middle School		4781 Hereford Farm Road Evans, GA 30809 706-541-2723		Dr. Jeff Carney, Associate Superintendent 706-910-9776 jcarney@columbiacountyga.gov	
Date From - Date To:	07/2007 - 06/2016	**Full or Part Time:**	Full	**Last Annual Salary:**	115,000.00
Reason for Leaving:	Obtained a position as a high school principal.				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Responsibilities: Served in the position of principal; supervised, hired, and directed administrators, teachers, educational assistants, and administrative support staff; observed and evaluated certified and non-certified staff; guided faculty and staff in all initiatives to raise student achievement; provided purpose and vision for the school; managed all human resources to ensure an orderly work and learning environment; developed and implemented effective professional learning programs; designed the school's master schedule to positively impact student achievement; participated in curriculum planning and development; designed and implemented an effective Response to				

Experience Continued

Responsibilities/ Accomplishments at this Position continued...
Intervention Program; and implemented all requirements for Title I Program.

Accomplishments:
In my tenure as principal of Harlem Middle School, the school was recognized as a High Progress Reward School in 2016 and 2017. Also, HMS experienced exponential growth in the areas of ELA, reading, science, and social studies through the implementation of innovative instructional strategies and best practices.

Previous Position Held		**Employer Contact Information**		**Supervisor/Reference Contact Information**	
Columbia County School District Assistant Principal and School Counselor, Harlem High School		1746 Mattox Creek Drive Thomson, GA 30824 706-595-9259		Mr. Alan Griffin 706-829-9370 awgriff72@gmail.com	
Date From - Date To:	07/1999 - 06/2007	**Full or Part Time:**	Full	**Last Annual Salary:**	80,000.00
Reason for Leaving:	Obtained a position as principal of Harlem Middle School				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Assistant Principal Responsibilities: Served as registrar; constructed the school's master schedule; supervised all student services activities; supervised after-school instructional programs; High Schools That Work Coordinator; facilitated all school improvement and reform efforts to include data collection and action plan evaluation; disciplinarian for ninth through eleventh grade students; supervised special education teachers and programs; supervised and evaluated certified and non-certified faculty and staff; and conducted student support team meetings. School Counselor Responsibilities: Responsible for counseling students in grades nine through twelve with regard to academic, career, and post-secondary issues. Scope of responsibility was diverse and included developing and implementing a comprehensive school-wide advisement program, a rising-ninth grade advisement program, and an after-school programs which were designed to provide academic support to students, to provide students with an opportunity to regain lost credit, and to assist students in preparing for college entrance exams; assisted with designing and supervising a career center for students in grades nine through twelve; Assisted with developing school's master schedule; and assisted with all school improvement and reform efforts to include data collection and action plan evaluation.				

Disclosures

Contract Status

* Are you currently under contract?	Yes
If Yes, which district?	Columbia County School District
If Yes, when does it expire?	June 30, 2022
When may your present employer be contacted?	Immediately

Professional Status

* Have you ever had a teaching certificate or teaching license revoked or suspended?	No

If Yes, explain:

Disclosures continued

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?	No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the Beaufort County School District?	No
Name:	
Position:	
Relationship:	

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?	Yes

What accommodations do you need in order to perform the essential functions of this position? (If no accommodations are needed state "NONE" in the provided area below.

NONE

* Have you ever been employed by Beaufort County School District?	No

If "YES" when were you employed and what position did you hold?

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?	Yes

* Have you ever been arrested, charged or convicted of any type of a criminal offense? (This includes traffic/movement violations as well.)	Yes

If you answered "YES" to the previous question list all arrest, charges, convictions and traffic/movement information in the space provided. If you answered "NO" to the previous question indicate "NONE" in the space provided.

Speeding Ticket December 2018 Georgia

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Legal Information continued

* Have you ever had any indicated finding of child abuse filed in your name?	No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database within the United States or "Other" Country?	No

Equal Opportunity Employer

Beaufort County School District is an Equal Opportunity Employer. Beaufort County School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Beaufort County School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant’s Acknowledgment and Agreement

By checking the box below, I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application to be employed or volunteer.

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize Beaufort County School District and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; my personal credit history; and driving record.

I do hereby consent to Beaufort County School District's use of any information provided on this form or during the application process in performing the investigative consumer report. Beaufort County School District has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment or volunteer opportunities. I agree to release, indemnify and hold harmless Beaufort County School District and any reporting agency used with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment or the opportunity to volunteer is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Beaufort County School District. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

I hereby authorize Beaufort County Schools to conduct a personal and professional background check for the purposes of my application of employment/volunteering at Beaufort County Schools. Beaufort County Schools may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Beaufort County Schools contact with the individuals for purposes of employment or volunteer services.

I understand that confidential information about a student may be shared with me. I further understand that any information about a student is not to be discussed with anyone other than the teacher or other staff members responsible for the education of the student.

I also hereby give complete permission for Beaufort County Schools to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of employment/volunteering. I futher acknowledge that an offer of employment is contingent upon receiving a clear crimnal background report.

I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will. I understand that a criminal background check will be conducted prior to and during my service and that an offer of employement is contingent upon a clear criminal background report. I authorize investigations of all statements contained within my application. I agree to observe all of Beaufort County School's guidelines and policies.

I UNDERSTAND AND ACKNOWLEDGE THAT THE BEAUFORT COUNTY SCHOOL DISTRICT EXPECTS EMPLOYEES TO MAINTAIN A PROFESSIONAL RELATIONSHIP WITH STUDENTS AT ALL TIMES. NO EMPLOYEE WILL ENGAGE IN IMMORAL OR CRIMINAL CONDUCT OR COMMIT OR ATTEMPT TO INDUCE STUDENTS OR OTHERS TO COMMIT AN ACT OR ACTS OF IMMORAL OR CRIMINAL CONDUCT. IF IT APPEARS AN EMPLOYEE MAY HAVE VIOLATED THE LAW, THE DISTRICT WILL COOPERATE WITH THE LAW ENFORCEMENT AGENCIES.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or a vulnerable adult and that I have never been accused of these acts. I understand that I can withdraw my application from the employment/volunteer process at any time. I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial to be employed or serve as a volunteer and that refusal to inform Beaufort County Schools of the contents of a sealed criminal record will result in the automatic denial of my employment/volunteer application.

I, Carla Shelton, agree to all of the terms above. ☒ I agree

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: DeKalb County High School, Smithville, Tennessee
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
TN - Lincoln Memorial University	07/2000 07/2001	Educational Leadership and Supervision Hrs: 30	None Hrs: None	Educational Specialist	12/2001
GA - University of Georgia, Augusta State University	08/1991 06/1996	Counseling and Guidance Hrs: 50	None Hrs: None	Master of Education	06/1996
MA - Massachusetts State University, Fitchburg State University	01/1986 05/1988	Special Education Hrs: 140	None Hrs: None	Bachelor of Science	05/1988

Education Continued

	Undergraduate	Graduate
Overall GPA	3.65/4	3.91/4
Major GPA	3.65/4	3.91/4

Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
Ed. Specialist/6th yr./etc.	None	Educational Administration and Supervision

List honors, awards or distinctions you have earned:
Fitchburg State College - Magna Cum Laude

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe in detail the nature and length of any experience or training in your professional development which would exemplify your qualifications for service with Beaufort County School District. (i.e., Business, Industrial, Military, Seminars, Professional Certifications or Licenses).

For the past 15 years, I have proudly served as principal at both the middle and high school levels. As a school leader, I have worked hard to ensure student, and adult learning is a priority, supported and challenged staff, built a culture of trust, and created shared responsibility for student performance and development. My experiences in leadership, school counseling, and teaching have allowed me to work with diverse students and school communities in many capacities. I have an extensive background in the following concepts and models: data-driven instruction, Formative Instructional Practices (FIP), John Hattie's Visible Learning for Teachers, literacy and numeracy strategies, strategic professional learning communities, STEM education, Positive Behavior Intervention, and Support model (PBIS), and promoting a safe school environment.

At this point in my career, I am confident that I have the knowledge, skills, passion, ad enthusiasm to be an effective school leader in the Beaufort County School District.

2. From your point of view, how important is technology in education? What technology-related skills can you contribute to Beaufort County School District?

If schools are to prepare students to enter a highly advanced workforce successfully, technology must be taught and used by both students and teachers in our schools. The integration of technology in the classroom can enhance the learning experience for all students. Teachers can use technology to accelerate learning and provide students with exponential opportunities to explore complex subject matters at deeper levels. In addition, technology is an effective tool to promote student engagement and assist the teacher in making a real-world connection to a lesson's concept.

I have expertise in using Google tools for education, Microsoft Office 365, LiveBinders, and Smore Online Newsletter. In addition, I have experience in using the Illuminate Education program to create formative assessments and analyze data.

3. List professional memberships (including Offices held), honors received, publications, civic and community activities.

*Author of The Exceptional Teacher's Handbook: The First-Year Special Education Teacher's Guide for Success(3rd Edition) Corwin Press

*Author of Best Practices for Effective Secondary School Counselors Corwin Press

*Conference Presenter: ASCD, NTPN, NASSP, HSTW,and GSC

*Certified National Principal Mentor [National Association of Elementary School Principals]

3. List professional memberships (including Offices held), honors received, publications, civic and community activities.

*Professional Organizations: ASCD, GAEL, and PAGE

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1	**Reference 2**
Name:	Mr. Steven Cummings	Mrs. Penny Jackson
School/Org:	Columbia County School District	Columbia County School District
Current Position:	Assistant Superintendent	Associate Superintendent
Home Phone:	NA	NA
Cell Phone:	706-814-8073	706-513-1991
Work Phone:	706-541-2723	706-541-2723
Mailing Address:	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809
Work Email:	steven.cummings@ccboe.net	penny.jackson@ccboe.net
Relationship to Candidate:	Current Evaluator	Previous Evaluator
Years Known:	8	11

	Reference 3	**Reference 4**
Name:	Dr. Brian Campbell	Mrs. Michele Sherman
School/Org:	Columbia County School District	Columbia County School District
Current Position:	Director of Student Learning High Schools, Grades 9-12	Assistant Superintendent
Home Phone:	NA	NA
Cell Phone:	706-401-6847	706-830-8846
Work Phone:	706-541-2723	706-541-2723
Mailing Address:	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809	Columbia County Schools 4781 Hereford Farm Road Evans, Georgia 30809
Work Email:	brian.coampbell@ccboe.net	msherman@ccboe.net
Relationship to Candidate:	Director over High School Programs	Colleague
Years Known:	18 Years	12

Professional References cont.

	Reference 5	
Name:	Dr. Jeff Carney	
School/Org:	Columbia County Government	
Current Position:	Human Resources Director	
Home Phone:	NA	
Cell Phone:	706-910-9776	
Work Phone:	NA	
Mailing Address:	630 Ronald Reagan Drive Evans, Ga 30809	
Work Email:	jcarney@columbiacountyga.gov	
Relationship to Candidate:	Previous Evaluator	
Years Known:	20 Years	

Referrals

How did you hear about employment with us?

Beaufort County Website		

Prior Residential Address Information

Date From	Date To	Street Address	City	County	State	Zip Code
[redacted]						

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

1. Author of The Exceptional Teacher's Handbook: The First-Year Special Education Teacher's Guide for Success (3rd Edition) Corwin Press
2. Author of Best Practices for Effective Secondary School Counselors Corwin Press
3. Conference Presenter ASCD, NTPN, NASSP, HSTW, and GSC
4. Certified National Principal Mentor [National Association of Elementary School Principals]