

KATHRYN E. WHITAKER

NOTABLE ACHIEVEMENTS

- Wrote, designed and presented numerous successful grant applications, receiving more than \$8.5M in competitive grant funds to support vocational and academic programs across the district.
- Conceptualized, proposed and implemented the strategic development of a first-ever partnership program, collaborating with area comprehensive school districts, to increase access to vocational training programs, serving 120+ more students annually.
- Developed a successful plan to bring a Veterinary Science training program and community clinic to Montachusett Regional Vocational Technical School District. Responsible for the successful application for program approval (granted October 2017) and for supporting fundraising efforts that resulted in more than \$1M in donations.
- Responsible for researching and securing Project Lead the Way affiliate school status, supporting the existing Engineering programs, tracking and reporting student achievement results, and expanding partnership with PLTW to include Biomedical Science courses, open to students Fall 2018 (only 9 in Massachusetts).
- Spearheaded efforts to revise Chapter 74 educational frameworks, preparing a successful, common grant application shared by districts across the Commonwealth, to streamline statewide projects. Led the revision of Construction Cluster standards, and awarded a continuation grant to expand the scope of work to include training teachers across the Commonwealth, in all clusters. Hired 83 instructors, and successfully trained more than 400 Massachusetts educators on newly revised standards.
- Serve as Local Program Review Coordinator, overseeing the development of all CPR materials pertaining to the District's compliance with Civil Rights, Special Education, English Language Learner, and Career/Vocational Technical Education programs.

EDUCATIONAL SUMMARY

M. Ed. in Educational Administration , Boston College	2006
B.S. in Sociology , College of the Holy Cross	1994

PROFESSIONAL LICENSURE

Commonwealth of Massachusetts Educator's License, Certificate #382153

- Superintendent/ Assistant Superintendent, All Levels
- Superintendent/ Assistant Superintendent (9-14), Voc
- School Business Administrator
- Sheltered English Immersion - Administrator
- Principal/Assistant Principal (PreK-6), Academic
- Principal/Assistant Principal (5-8), Academic
- Principal/ Assistant Principal (9-12), Academic
- Middle School (5-8), Academic

PROFESSIONAL BACKGROUND

Montachusett Regional Vocational Technical School District, Fitchburg, MA

2010-Present

Development Coordinator

Contributing member of the district's administrative team, responsible for building partnerships with area businesses, colleges and universities, coordinating all marketing efforts, conducting an annual review of admissions policies and procedures and communicating enrollment and waitlist information with state officials, overseeing all professional development activities, and writing all competitive grants aimed at improving curriculum and instruction across the district..

- Write both allocation and competitive grants, supporting educational programs across the district. (Competitive grant awards total exceed \$8.5M).
- Responsible for the development, oversight, and implementation of the District's professional development plan, providing educators with high quality, relevant programs.
- Aid the district's School of Continuing Education in the design and execution of Career Technical Initiative (CTI) grant funded training cohorts in Rounds 1, 3, 5 and 8.
- Supervise district's Dean of Admissions, and oversee all communication efforts related to admissions policies and procedures with potential students, parents/guardians, and Department of Elementary and Secondary Education officials.
- Support district efforts to revise educator evaluation system, providing professional development to both administrators and educators.
- Compose the Superintendent's Annual Report and professional presentations.
- Expand district's marketing efforts to include an all-new school store, online school store, updated branding (logo/mascot graphics) and cohesive branding package used by athletics and clubs across the district.
- Collaborate with Superintendent-Director, Principal, and Vocational Director to successfully coordinate the annual Perkins grant application, distributing funding to support vocational-technical programming to ensure currency and program effectiveness.
- Collaborate with Vocational Director, Academic Director, and instructors to collect and review data (MCAS and student work) that will inform curriculum development efforts across the district.
- Developed new Mentor Plan.
- Oversee the development of the District Improvement Plan, monitor progress toward goals included in that plan, and present updates to School Committee on an annual basis.

Fitchburg State University

2023- Present

Adjunct Faculty

Developed and delivered curriculum for required vocational technical teacher approval program course, Seminar for the Beginning Vocational Technical Education Teacher (OCED2500 Undergraduate, OCED7050 Graduate). Designed to prepare new vocational technical teachers for their first teaching assignment, the characteristics of an effective teacher were explored.

- Techniques for establishing effective classroom routines.
- Student instruction and assessment.
- Maintaining a positive classroom/shop/laboratory climate that conveys high expectations.
- Best practices in lesson planning, and curriculum mapping.
- Setting SMART goals to improve student achievement.

Montachusett Regional Vocational Technical School District, Fitchburg, MA

2008-2010

Director of Career Services/ Grant Writer

Collaborated with Superintendent-Director to develop a successful career services program, designed to support students as they transition into the world of work.

- Confer with parents and guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems.
- Wrote, designed and produced several successful grant applications.
- Instrumental in adding renewable energy concepts and design to the curriculum in the building trades.
- Evaluate individuals' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.
- Address community groups, faculty, and staff members to explain career counseling services available to students.
- Provide students with information on such topics as college degree programs and admission requirements, financial aid opportunities, trade and technical schools, and apprenticeship programs.
- Counsel individuals to help them understand and overcome personal, social, and behavioral problems affecting their educational and vocational situations.

Fitchburg State College, Fitchburg, MA

2007-2008

Director, North Central Massachusetts Tech Prep Consortium

Facilitated career education and vocational activities at eight area high schools, serving over 1200 students registered in the Tech Prep program.

- Wrote grant proposal to procure external funding, in an effort to deliver student support services to eight schools in the consortium.
- Collaborated with post-secondary institutions to determine articulation guidelines, and developed a successful template for these critical educational agreements.
- Interviewed and selected staff members and provided in-service training for teachers.
- Prepared budget and determined allocation of funds for staff, supplies, equipment and facilities.

Thomas C. Passios Elementary School, Lunenburg, MA

2005-2006

Administrative Intern

Spearheaded data analysis efforts and the creation of MCAS achievement portfolios, aimed to enhance curriculum and instruction at the elementary level

- Was instrumental in bringing innovative professional development opportunities (Junior Great Books) to teachers in the district.
- Talked with and disciplined students in cases of attendance and behavior problems.
- Supervised students attending assemblies and athletic events.
- Observed and evaluated teacher performance.
- Assisted and filled in for Principal whenever requested.

Boston College Lynch School of Education, Chestnut Hill, MA

2004-2006

Student Teacher Placement Coordinator

Collaborated with colleagues to address teaching and research issues.

- Maintained regularly scheduled office hours in order to advise and assist students.
- Kept abreast of developments in the field of education (elementary – secondary) by reading current literature, talking with colleagues, and participating in professional conferences.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Maintained professional relationships with an extended network of Cooperating Teachers, capable of directing effective student teaching experiences.

New Mexico Junior College, Hobbs, NM

1998-2000

Student Recruiter/ Academic Advisor

Directed and coordinated the college recruiting program.

- Responsible for the coordination and development of the new student orientation program.
- Conferred with staff of other schools in order to explain admission requirements and student transfer

credit policies.

- Evaluated courses offered by other schools to determine their equivalency to courses offered on campus.
- Directed preparation of printed materials explaining admission requirements and transfer credit policies for dissemination to other schools.
- Counseled students having problems relating to admissions.
- Participated in and conducted student recruitment programs with other members of faculty and staff.

New Mexico Junior College Hobbs, NM

1997-1998

Instructor, First-Year Program

Directed the development of a comprehensive college orientation and student success course, which became the first required course of its kind at New Mexico Junior College.

- Maintained regularly scheduled office hours in order to advise and assist students.
- Initiated, facilitated, and moderated classroom discussions.
- Evaluated and graded students' class work, assignments, and papers.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Prepared and delivered lectures to undergraduate students on topics such as Listening Skills, Time Management, Stress Management, and Note Taking Skills.

New Mexico Junior College, Hobbs, NM

1998

Coordinator, Retention and Research Programs

Researched existing data and assisted in the development of effective student services, addressing the needs of under-prepared and "at-risk" students

- Assisted in the research and development of an electronic institutional data package.
- Prepared reports, surveys, and evaluation documents relevant to student intervention and advising services.

Tufts University School of Medicine/ New England Medical Center Boston, MA

1997

Education Coordinator

Directed the education program for New England Medical Center Ophthalmology Department, while maintaining records of all fellows and residents affiliated with New England Eye Center.

- Organized daily joint educational conferences for 300+ doctors and staff members associated with Boston University and Tufts University School of Medicine.
- Monitored the accreditation process for New England Eye Center.
- Cataloged all in-coming applications.
- Maintained extensive alumni database.
- Maintained and updated the residents' library.
- Developed and maintained residency program budget.

Hobbs Municipal School System Hobbs, NM

1995-1997

Teacher/ Coach

Collaborated with other teachers and administrators in the development, evaluation, and revision of middle school physical education program

- Prepared reports on students and activities as required by administration.
- Selected, stored, ordered, issued, and inventoried classroom equipment, materials, and supplies.
- Conferred with parents and guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
- Coached and directed players in techniques of game (basketball, volleyball, and track & field).

PROFESSIONAL ASSOCIATIONS & CIVIC ACTIVITIES

Massachusetts School Administrators' Association

Massachusetts Association of Vocational Administrators

Association for Supervision and Curriculum Development

Monty Tech Foundation, Treasurer

North Central Massachusetts Chamber of Commerce, Community Leadership Institute, 2016