
JAMES A. RILEY, Ed.D.

PROFESSIONAL EXPERIENCE

Rochelle Park Public Schools

BUSINESS ADMINISTRATOR/BOARD SECRETARY

JANUARY 2023-PRESENT

Achievements:

- ◇ No audit findings
- ◇ Facilities Improvements/Construction
 - Major amendment to LRFPP
 - Awarded ROD Grants (Roof/HVAC)
 - Gym Floor/Locker Room abatement and replacement
 - Hallway flooring replacement
 - Rebuild Nurse Suite
- ◇ Negotiated lease purchases (copiers, smartboards) and RFPs representing superior equipment and services at significant savings
- ◇ Generate surplus to maximize reserve deposits
- ◇ Increases in Aid:
 - 43% increase in Extraordinary Aid
 - 22% increase in Transportation Aid
- ◇ Investment of surplus maximizing interest rate environment
- ◇ Change District bank—increase of interest income and decrease in fees

Nutley Public Schools

COORDINATOR OF GRANTS
PERKINS GRANT ADMINISTRATOR
DISTRICT 504 COORDINATOR

SEPTEMBER 2021-JANUARY 2023

DISTRICT COORDINATOR, CTE/FINE ARTS
FACILITIES MANAGER

SEPTEMBER 2013-2020

- ◇ Grants Management
 - Perkins, IDEA, ESEA, applications and reports in EWEG
 - Secured \$2.1m PreSchool Expansion Aid
- ◇ Develop and maintain departmental budget and manage staff of 39
 - Purchasing, Accounts payable, receivable, and vendor relations
 - Proficient using CSI accounting software
- ◇ Planning and design for auditorium and library media renovations
- ◇ Conduct connected evaluations at all levels PK-12
- ◇ Develop and deliver professional development
- ◇ Substitute Principal

DEPARTMENT CHAIR; DIRECTOR OF BANDS

SEPTEMBER 2004-JUNE 2013

Pequannock Township High School

- ◇ Professional development facilitator for TeachScape implementation.
- ◇ Action research and policy development for district iPad initiative.
- ◇ Participant on school improvement panel to oversee mentoring of new teachers and identify areas for

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professional development.

- ◊ Revised existing, and initiated new courses and curriculum
- ◊ Proposed and developed new programs with additional stipend positions.
- ◊ Served as Academic Team Leader and assisted in development, implementation, and facility of Professional Learning Communities.
- ◊ Developed and managed department budget.
- ◊ Participated in \$2.2 million capital improvement facilities renovation.

DIRECTOR OF BANDS

SEPTEMBER 2002-JUNE 2004

Fort Lee Middle School

DIRECTOR OF BANDS

SEPTEMBER 2001-JUNE 2002

Junior High School 189, Flushing, NY

EDUCATION

College of St. Elizabeth

Ed.D., Educational Leadership

William Paterson University

Accounting classes

Montclair State University

Master of Arts, Administration and Supervision

State University of New York at Purchase

Master of Music Performance

University of Hartford

Bachelor of Music Performance, Magna cum Laude

University of Toronto

Professional Studies

PROFESSIONAL CERTIFICATION

New Jersey:

- ◊ Chief School Administrator (CE)
- ◊ School Business Administrator
- ◊ Principal (CE)
- ◊ Supervisor
- ◊ Teacher of Music