MATTHEW P. POSKA

[redacted]

PROFESSIONAL EXPERIENCE

ASSISTANT SUPERINTENDENT - NASHUA SCHOOL DISTRICT — Nashua, NH
August 2022 - Present

- Oversee all aspects of the Secondary Schools (Grade 6-12), including the CTE Program, Adult Education, and the Alternative High School
- Serve as the district representative on the Policy Committee
- Serve as Co-Chair of the Middle School Steering Committee
- Member of the Negotiating Team that successfully negotiated new four -contracts with both the Teachers' Union and Paraprofessionals' Union (Spring 2025)
- Member of the Leadership Team that worked with the U.S. Department of Justice to successfully complete a Settlement Agreement regarding the K-12 English Language Learner Program (2022 to 2025)
- Collaborate with the Superintendent to lead the Middle School Redistricting Committee in developing new boundary lines based upon the opening of a new middle school
- Serve as the Assistant Superintendent K-12 for the 2024 – 2025 school year
- Member of the Joint Special School Building Committee responsible for the opening of McCarthy Middle School (Summer 2024)
- Implement and coordinate grants at the secondary level, including Title IIA, and Title IVA
- Coordinate professional development at the secondary level, emphasizing ELL, Math Empowered at the middle school, TLA ELA at the middle school, Competency Grading Refresher at the high school, and a Deeper Thinking Cohort around AI
- Oversee districtwide coordination of the Portrait of a Learner initiative
- Facilitate implementation of a 1:1 Chromebook Plan for students in Grade 6 -12 (effective September 2023)

ELM STREET MIDDLE SCHOOL — Nashua, NH
Principal — December 2020 – July 2022

- Served as a member of the district's Middle School Steering Committee planning for the restructuring of the three middle schools, as well as preparations for a new building project
- Participated on the district's Middle School Redistricting Committee
- Served on the Secondary Re-opening Team planning for both remote and in-person instruction

BEVERLY MIDDLE SCHOOL — Beverly, MA
Principal — July 2006 – June 2020

- Chaired the Educational Design and Specification Subcommittee for the Beverly Middle School Building Project. (2014)
- Oversaw planning, design, and opening of the new Beverly Middle School (5-8), completed in September 2018
- Restructured the middle school schedule to create longer instructional periods, increasing weekly core content instructional time by approximately one hour
- Created Building Based Content Facilitator Positions to strengthen curriculum and instructional leadership starting in the 2009-2010 school year; expanded to additional subjects in the 2012 – 2013 school year
- Led the District's planning efforts for an Expanded Learning Time (ELT) grant in 2008
- Installed 17 Smart Boards in all Mathematics and Science classrooms (2008 – 2009) through an $80,000 private donation
- Created a Team Advocacy Period (2010) to strengthen student-staff relationships and promote school culture
- Collaborated with staff, district leaders and the PTO to bring in guest speakers and programs supporting school climate, including Travis Roy, Ryan's Story, Cell Phone and Social Networking Presentation, Rachel's Challenge, Matt Brown, Tim Green, and Hero Art.
- Organized professional development on SMART Goals, Common Core, Olweus Bullying Prevention, Key Three Literacy, Understanding Backwards Design, Standards Based Grading, and Responsive Classroom.

- Collaborated with Beverly High School to create the 8.5 Summer Success Program for at-risk students transitioning to high school
- Collaborated with Beverly High School to write a "Small Learning Communities" Grant to address the needs of all students, particularly the "at risk" students transitioning to the high school, resulting in a $2 million dollar award (Fall 2010)
- Improved transition programs for incoming Grade 6 and outgoing Grade 8 students, enhancing family engagement and communication
- Helped formulate a Five-Year Technology Plan for districtwide technology acquisition (2013)
- Served on the MSSAA Middle Level Committee and the MIAA MIAC Committee (2007 – 2020)

BEVERLY HIGH SCHOOL

Beverly, MA

Assistant Principal

July 2004 – June 2006

- Collaborated with the administrative team to ensure daily operational efficiency and promote student achievement
- Supervised the Class of 2006 and a portion of the Class of 2009; attended I.E.P. Meetings and collaborated with team members to address student needs
- Observed and evaluated teachers based upon the Research For Better Teaching Guidelines to strengthen instructional practice
- Collaborated with staff, guidance, and families to address behavioral and academic concerns
- Coordinated student and faculty parking
- Met weekly with the Student Support Team to identify and support at risk students
- Participated in monthly meeting with the Essex County District Attorney 's Office to improve communication and student safety
- Served on the Beverly Community Substance Abuse Awareness Task Force
- Assisted with the master scheduling and individual student schedules
- Represented administration at interscholastic athletic events and co-curricular school activities

SAUGUS HIGH SCHOOL

Saugus, MA

Assistant Principal/Director of Athletics

August 2003 – July 2004

- Promoted to dual role as Assistant Principal/Athletic Director – manage all interscholastic athletic programs (including 48 coaches and 325 student athletes) while overseeing the Class of 2004 (215 students)
- Observed and evaluated teachers; confer with teachers and guidance counselors on individual student behavior; enforce policies outlined in the Saugus High School Student Handbook
- Assisted with commencement exercises and organized awards assembly for seniors
- Oversaw all administrative details: attendance records and appeals processes; locker assignments; student and faculty parking
- Conducted end-of-season performance evaluations for all coaches
- Utilized aggressive public relations campaigns to increase awareness of fiscal challenges; overcame drastic budget cuts to retain all athletic programs; raised over $80,000 in less than two years through fundraising activities (Calendar raffles, Canning, Networking local businesses)

Director of Athletics

August 2002 – August 2003

- Managed all aspects of the middle and high school athletic programs for the town of Saugus; represented Saugus Public Schools at Northeastern Conference and M.I.A.A functions
- Developed and managed annual athletics budget of $250,000, allocated among 24 sports; prepared detailed spreadsheets and tracking measures to present to the Principal and Superintendent for approval
- Negotiated advertising agreement with North Shore Spirit (amateur baseball team) to secure a $20,000 donation to fund the 2003 Spring Season
- Hired coaches, officials and police details for each athletic event
- Developed coaching handbook and evaluation criteria to promote consistency and accountability; collaborated with the Saugus School Committee to build consensus and implement the new process

LYNN ENGLISH HIGH SCHOOL

Lynn, MA

History and Social Studies Teacher

September 1997 – 2002

- Taught eleventh grade United States history and two elective courses: psychology and sociology
- Selected by the principal to teach World History I in a ninth grade pilot cluster program in preparation for the restructuring of the high schools in Lynn; elected by peers to serve as Cluster Leader

Assistant Athletic Director

- Assisted the Athletic Director in all phases of scheduling, program management and budgeting

Commencement Coordinator

- Organized all aspects of commencement exercises and related activities

THURGOOD MARSHALL MIDDLE SCHOOL — Lynn, MA
History Teacher — September 1994 – June 1997

- Taught eighth grade United States history as a member of an interdisciplinary cluster team at a culturally diverse magnet school honored by the United States Department of Education as a model middle school
- Served as Graduation Coordinator overseeing all 8th grade ceremonies and activities

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COACHING EXPERIENCE

LYNN ENGLISH HIGH SCHOOL — Lynn, MA
Head Hockey Coach — June 1997 – 2002

- Responsible for the varsity and junior varsity hockey programs, including scheduling, fund raising, coordinating events with Parents' Boosters Club, as well as the other obligations associated with the position of a head coach
- Set up an academic monitoring program to assess the student/athletes' academic progress throughout the year
- Advised graduating players about their post-high school plans, including the college application and financial aid processes

Head Girls' Tennis Coach — June 1998 - 2000

- Responsible for the varsity and junior varsity tennis programs, including transportation to and from practices and games, scheduling, academic monitoring and advising, and fundraising

Assistant Baseball Coach — March 1995 – 2000

- Assisted with the daily preparation of the varsity baseball team as well as the development of game strategies and fundamental skills
- Emphasized the importance of sportsmanship within a team framework
- Monitored day-to-day academic development of student athletes

SWAMPSCOTT HIGH SCHOOL — Swampscott, MA
Head Hockey Coach — May 1996 – June 1997

- Managed the varsity, junior varsity, and middle school hockey programs
- Scheduled games and practice times; provided academic counseling and post-secondary guidance; increased fundraising initiatives; developed team-building experiences; enhanced community relations
- Qualified for state tournament in first year as head coach

HAMILTON-WENHAM HIGH SCHOOL — Hamilton-Wenham, MA
Assistant Hockey Coach — November 1995 – May 1996

- Involved in all aspects of the hockey programs including preparing drills; developing game strategies; scouting opponents; supervising junior varsity programs; spearheading fundraising efforts; organizing the Christmas Tournament and advising student athletes

CAPE ANN HOCKEY SCHOOL — Peabody, MA
Instructor and On-ice Director — Summer 1996 – 2010

ALL-AMERICAN GOALTENDING CAMP — Wakefield, MA
Instructor — Fall 1998 – Fall 2001

MERRIMACK COLLEGE HOCKEY SCHOOL — Andover, MA

Instructor Summer 1999

EDUCATION

NATIONAL INSTITUTE OF SCHOOL LEADERSHIP (NISL) — Haverhill, MA
Instructional Leadership Program — Completion in February 2013

SALEM STATE COLLEGE — Salem, MA
Master of Education – Secondary School Administration — May 1999

MERRIMACK COLLEGE — North Andover, MA
Bachelor of Arts – History/Secondary Education — May 1994
Honors:

- Cum Laude graduate; Dean's List student
- Inducted into Phi Alpha Theta, International History Honor Society
- 1993 – 1994 Hockey Coaches' Award
- 1992 – 1993 Hockey East Academic Honor Roll

CERTIFICATIONS

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (MA)
Certifications in the following areas:

- Principal/Assistant Principal, 5-9 and 9-12 (Professional Certificate); Principal/Assistant Principal, Pre K-8 (Initial)
- Assistant Superintendent/Superintendent (Initial)
- Recognized by the National Interscholastic Athletic Administrators Association as a Certified Athletic Administrator (CAA)

NEW HAMPSHIRE DEPARTMENT OF EDUCATION
Certification in the following areas:

- Principal 5-8, 9-12
- Assistant Superintendent

LEADERSHIP ROLES and ACTIVITIES

- Member of the Board of Trustees at Marian Court College in Swampscott, MA (December 2005 – January 2008)
- Volunteer Coach – Salem/Swampscott Youth Hockey (Fall 2006 – Spring 2010)
- Volunteer Coach – Lynn Youth Hockey (Fall 2011 – 2014)
- Volunteer Coach – Swampscott/Nahant Youth Lacrosse (Spring 2010 – Spring 2011)
- Volunteer Coach – Swampscott Little League (Spring 2008)
- Volunteer Coach – Swampscott Youth Soccer (Fall 2005 – Spring 2006)
- Town of Swampscott Town Meeting Member (2002 – 2007)