



Jeff Burnside

Professional Summary

Experienced educational and operational leader with 25 years in public education, including four plus years as an Assistant Principal at Churchill High School. Experience leading building operations, facilities and custodial coordination, budgeting and purchasing, safety and emergency planning, construction and renovation projects, facility utilization, and organizational systems. Collaborative, solutions-focused leader with a proven ability to coordinate people and resources, improve processes, build strong relationships, and follow complex projects through to completion. Committed to ensuring operational systems effectively support students, staff, and teaching and learning.

Professional Experience

Assistant Principal

Churchill High School, Livonia Public Schools | 2022 – Present

- Lead daily building operations, coordinating facilities, maintenance, custodial services, safety, technology, purchasing, facility use, and operational needs.
- Manage building logistics, including facility scheduling, rentals and events, access, parking, signage, equipment, and other operational services.
- Meet weekly with custodial staff and the Building Engineer to coordinate schedules, prioritize projects, assess facility and grounds needs, and monitor completion.
- Collaborate with District Operations, Maintenance, contractors, and staff on construction and renovation projects, including punch lists and finalization of the renovated LMC and surrounding instructional spaces.
- Oversee building budgets, purchasing, resource allocation, purchase orders, inventory, vendor coordination, and other Business Office financial responsibilities.
- Coordinate building safety and emergency preparedness, including drills, emergency procedures, security needs, building access, and communication with District personnel.
- Develop and improve operational systems to increase efficiency, communication, accountability, and responsiveness throughout the building.
- Supervise and evaluate staff while coordinating complex schoolwide initiatives involving facilities, technology, staffing, scheduling, compliance, and logistics.

Skills and Qualities

- Operational & Systems Leadership
- Facilities & Maintenance Coordination
- Budgeting & Fiscal Stewardship
- Construction & Project Coordination
- Safety & Emergency Planning
- Purchasing & Vendor Relations
- Facility Utilization
- Staff Supervision & Development
- Strategic Problem-Solving
- Communication & Relationship Building

Leadership & Governance Experience

Co-President, LEADS (Livonia Administrators Association) | 2026 – Present

- Represent District administrators and collaborate with executive leadership on organizational priorities, working conditions, policy considerations, and Districtwide issues.
- Facilitate communication and collaborative problem-solving between administrators and District leadership.
- Lead executive board discussions and contribute to organizational decision-making and strategic planning.
- Promote collaboration, transparency, accountability, and alignment across administrative teams.

Additional Leadership Experience

Novi Education Association

- Served on multiple collective bargaining teams, contributing to negotiation strategy, contract development, and organizational problem-solving.
 - Analyzed contractual language and operational implications related to working conditions, compensation, staffing, and organizational procedures.
 - Served as a Building Representative and on association committees, developing extensive experience in communication, conflict resolution, and collaborative problem-solving.
-

Additional Professional Experience

Science Educator

Novi Community Schools | 1999 – 2022

- Taught Physical Science, Earth Science, and Physics at the middle and high school levels.
- Collaborated with administrators, teachers, students, families, and support personnel to support student achievement and school improvement.

Head Football Coach

Novi High School / Berkley High School | 2011 – 2020

- Led and supervised coaching staffs across all levels of large high school athletic programs.
- Managed program budgets, purchasing, fundraising, equipment, facilities, scheduling, and operational planning.
- Established systems for staff accountability, communication, organization, and program operations.
- Built strong relationships with students, families, staff, administrators, and community stakeholders.

Athletic Aide

Novi High School | 2010 – 2022

- Coordinate scheduling and supervision of event staff and contest workers.
 - Serve as site manager for MHSAA tournaments and large-scale athletic events.
 - Coordinate facility, staffing, safety, and operational needs associated with athletic events.
-

Education & Certifications

- Master of Arts in Teaching | Marygrove College
- Bachelor of Science | University of Michigan
- Elementary & Secondary Administrator Certification, K–12 | Michigan Association of Secondary School Principals
- Registered Athletic Administrator | NIAAA
- MHSAA Coaches Advancement Program | Levels 1–3