

CYNTHIA L. SCOTT

CAREER STATEMENT

- ▶ Resourceful, self-starter interested in continuous challenges and growth while developing leadership skills in others. Consistently develops and maintains strong relationships and advocates for academic and emotional well-being of students.

CORE COMPETENCIES

- ▶ Rapidly learns and adapts to new environments and practices.
- ▶ Goal-oriented individual with strong leadership capabilities and proven enthusiasm to learn and improve.
- ▶ Highly skilled communicator that is personable and outgoing. Works well independently or as a member of a team with all levels of management and staff.

EXPERIENCE

Livonia Public Schools, Livonia, MI

Acting Director of Elementary Education and District Services	Sept. 2015-present
Principal, Riley Upper Elementary, grades 5-6	2006-2015
Principal, Cass Elementary, grades K-6	1998-2006
Classroom Teacher, Grades 4, 5, 6 and 2/3 (ACAT) Garfield Elementary and Webster Elementary	1992-1998

Consolidated School District No. 4, Grandview, MO

Classroom Teacher, grade 5	1989-1992
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Cameron R-1 School District No. 4, Cameron, MO

Classroom Teacher, grades 1, 2, and 4	1976-1989
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PROFESSIONAL ACTIVITIES

▶ **Member of the Following District Committees**

- ▶ ABC
- ▶ Teacher Evaluation
- ▶ Common Areas Committee for the Bond
- ▶ Furniture Committee for the Bond, Co-Facilitator
- ▶ Budget Planning
- ▶ Principal's Advisory
- ▶ Data Dig Committee
- ▶ District School Improvement Team (DSIT)
- ▶ DSIT Climate Committee, Focus Area 2, Co-Facilitator
- ▶ Department of Instruction Committee (DOI)

▶ **Most Recent Special Projects and Activities**

- ▶ Provide oversight, support and guidance to elementary principals and asst. principals
- ▶ Address parent inquiries and concerns
- ▶ Establish and maintain a google-doc for principals to use as a resource for information
- ▶ Attend Galileo Board Meetings as District Liaison
- ▶ Oversee ACAT planning for 2015 selection
- ▶ Communicate and monitor 31a timeline and responsibilities to support staff
- ▶ Confer with principals for planning Kindergarten timeline, registration and activities
- ▶ Approve elementary field trips
- ▶ Coordinate Operation Student Success meetings and attend Data Dives at elementary schools
- ▶ Review injury reports, suspensions, and risk/suicide assessments
- ▶ Attend and support Livonia PTSA activities
- ▶ Provide input for allocation of Special Area Teachers

- ▶ Involved in the complete renovation of Riley including planning, packing, moving and organizing
- ▶ Participated in Covey 7 Habits Training and Debbie McFalone sessions, in addition to other professional development opportunities
- ▶ Facilitated Leveled Literacy Intervention at Riley for struggling readers
- ▶ Plan for Professional Development for staff
- ▶ Evaluated school staff
- ▶ Facilitated collaboration opportunities for staff on a monthly basis
- ▶ Led School Improvement, Literacy, Math, and Technology Committees at the school level
- ▶ Authored communication for staff and community on a weekly basis i.e. Staff Notes and Peek at the Week

PROFESSIONAL AFFILIATIONS

- ▶ Association for Supervision and Curriculum Development (ASCD)
- ▶ Michigan Elementary and Middle Schools Principal Association (MEMSPA)
- ▶ National Association of Elementary School Principals (NAESP)

EDUCATION

Oakland University, Rochester, MI	
Education Specialist Degree in Education Administration and Leadership	July 27, 1999
Northwest Missouri State University, Maryville, MO	
Master of Science in Education	August 10, 1979
Northwest Missouri State University, Maryville, MO	
Bachelor of Science in Education	December 19, 1975

Professional References Available upon Request
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