

PHILLIP M. FRANCIS

PROFESSIONAL SUMMARY

Twenty one years of K-12 educational experience as a classroom teacher, a building assistant principal, and a K-12 district administrator. I have been entrusted to collaborate with teachers, administrators, school improvement teams, and state organizations during my tenure. In addition to my Cabinet-level position with Livonia Public Schools, I serve an adjunct professor for Concordia University in Ann Arbor, Michigan.

EDUCATION

Ed.D., Educational Leadership and Administration
Eastern Michigan University, ABD

Ed.S., Educational Leadership and Administration
Oakland University, 2003

M.Ed., Cognitive Impairment and Transitional Specialist
Wayne State University, 1999

Teacher Certification Program, Secondary Education
Eastern Michigan University, 1994

B.A., History
University of Michigan, 1993

CREDENTIALS

Michigan School Administrator and Teaching Professional Certificates

- Elementary & Secondary Admin (ES) K-12
- Cognitive Impairment (SA) K-12
- History (CC) and Social Science (CX) 6-12

EXPERIENCE

1999–Present Livonia Public Schools Livonia, MI
Assistant Director of Human Resources (2015–present)

Responsible for all employment processes involving the hiring and placement of all teachers, paraprofessionals, temporary and substitute employees, and other positions within the school district.

Led District's effort to update the application software system used by all employment candidates.

Led District's Evaluation Committee, which was charged with vetting and adopting a new evaluation tool compliant with State law and effective in improving teacher performance.

Member of District's School Improvement Team Steering Committee, Bargaining Team and Building Utilization Committee.

Coordinator of Federal Programs (2009–2015)

Collaborate with the Director of Academic Services and building principals to ensure academic growth and success for students at-risk of failing the core content material.

Facilitate the District's Title I, Part A programming, ensuring academic achievement for at-risk students as well as compliance with state and federal guidelines and laws. This includes summer camps and programs.

Coordinate and lead English Language Learner (ELL) Department, including evaluation of teachers and paraprofessionals.

PROFESSIONAL ORGANIZATIONS AND GROWTH

Board Member: Michigan Association of State and Federal Program Specialists (MAS/FPS)

State of Michigan Representative: National Association of Federal Education Program Administrators (NAFEPA)

Member of MAS/FPS Board of Directors' Legislative Committee

Certified Training Facilitator: The 7 Habits of Highly Effective People

Collaboratively facilitated with two other trainers a 5-day 7 Habits training for all LPS administrators in January 2015

Presented at Wayne RESA to new Title I Directors in March 2015

Co-Chair of MAS/FPS Winter Institute Conference, February 2016

Created annual professional development session each June for Title I summer camp staff in the areas of literacy and math to better prepare staff for working with at-risk students