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.

Responsible for writing job descriptions, interviewing and recommending for hire candidates for Title I, summer camp, and ELL positions.

Serve as the District's Homeless Liaison, helping enroll eligible students and coordinating services for homeless students and families.

Responsible for calculating, managing, and expending federal grant budgets totaling \$1.5 - \$2 million (Title I, Title II, Title III), including bids, purchasing, and inventory of items purchased with federal dollars.

Liaison to local private schools in matters of federal programs.

Responsible for fiscal and program compliance with federal and state regulations/guidance.

Act as a resource for the District, its administrators and educational staff in matters of federal programs.

Assistant Principal, Livonia Career Technical Center (2006-2011)

Assist the principal in observing, evaluating and working through personnel issues with staff.

Responsible for completing annual Career Technical Education reports for the State of Michigan, including student counts, expenditure, graduate follow-up, and completer reports.

Assist principal with building schedule and teacher assignments.

Responsible for school-wide discipline issues, including the maintenance of a safe and secure school environment.

Assistant Principal, Robert Frost Middle School (2005-2006)

Assist the principal in observing, evaluating and working through personnel issues with staff.

Monitor hallways, lunch times, before and after school times, including extracurricular activities.

Responsible for school-wide discipline issues, including the maintenance of a safe and secure school environment.

Serve as district representative during student IEP meetings.

Special Education Teacher, Winston Churchill High School (1999 – 2005)

Lead cross-categorical special education social studies classroom.

- Co-Teach general education classes.
- Manage special education caseload which includes student scheduling, parent contacts, and facilitating IEPC meetings.

2007–Present Concordia University

Ann Arbor, MI

Adjunct Professor, Master of Science in Educational Leadership Program

- Teach courses in Leadership Theory, Organizational Theory, Cultural Issues in Curriculum, and Professional Learning Communities.
- Create lesson plans and deliver master level coursework covering varying topics relevant to producing educational leaders.

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