

KIMBERLY A. CULKIN

Accomplished professional with over ten years of Central Office leadership experience, complimented by one-year building leadership, six years school psychology experience and adjunct faculty teaching

EDUCATION

Ed.D. in Educational Leadership
Neag School of Education
University of Connecticut
Anticipated May 2021

Superintendent of Schools Certification (093)
Central Connecticut State University
Advanced Official Certificate Program in Superintendent of Schools
August 2013

Intermediate Administration or Supervision Certification (092)
Educational Leadership
University of Bridgeport
May 2005

Specialist Designation in School Psychology (070)
University of Hartford
May 2000

Master of Science
University of Hartford
May 1999

Bachelor of Science in Psychology
Lock Haven University
May 1996

LEADERSHIP EXPERIENCE

Central Office-Director of Human Resources, Region 14 Schools (July 2015-present)

Provide leadership and collaboration as member of the Superintendent's Central Office Leadership Team for a regional school district serving approximately 1700 students in four buildings, preK-12+ with a strong agriscience and technology high school program, regarding matters related to personnel, budget, instruction and special education, operations, and facilities.

District Improvement Planning

- Collaborate with central office administrators and principals for instructional improvements for students within the general education curriculum including for students with special education needs
- Collaborate with directors of student services and teaching and learning regarding professional development for teaching and support staff relevant to student learning needs
- Provide leadership for the recruitment of high quality staffing to further the vision of the district
- Provide joint leadership to the Teacher Education and Mentoring program and Professional Development and Evaluation Committee
- Collaborated with UCONN for the implementation of Region 14/UCONN professional learning partnership

Personnel

- Create and employ systems to attract, develop and retain high quality administrators, teachers and non-certified staff
- Coordinate and assist Board of Education in contract negotiations with various bargaining groups and non-bargaining group affiliated personnel
- Conduct and coordinate investigations of complaints or reports regarding personnel misconduct including but not limited to discrimination or harassment, violations of board of education policy, misconduct, poor or problematic work performance
- Lead evaluation process for certified and classified staff
- Lead school administrators and assist Superintendent in resolving difficult personnel matters
- Assist the Superintendent in developing Board of Education policy recommendations related to personnel matters
- Assist the Superintendent with maintaining bargaining group(s) relations and communications
- Implement bargaining group contracts clauses including, but not limited to those related to salary changes, tuition reimbursements, medical or other leave of absences
- Plan and coordinate new teacher orientation and support programming
- Maintain personnel records

Finance, Operations and Facilities

- Collaborate on the development of the annual Superintendent's district budget
- Budget for the implementation of Human Resources Department
- Determine staffing recommendations for Superintendent's budget proposal including staffing numbers and building assignments
- Assist in addressing staff complaints regarding environmental working conditions
- Assist in the management of healthcare programs for employees

Central Office-Director of Special Services, Region 14 Schools (September 2010-July 2015)

Ensured supervision and legal compliance of all federal and state mandates regarding 504 and Special Education; collaborated with administrators regarding procedures related to special services including nursing, 504, early intervention, SRBI and special education programming and procedures; evaluated and supervised special education, related services, nurse, para professional and secretarial staff; coordinated and provided professional development opportunities for certified and non-certified staff; developed and managed IDEA Grant and department's operating budget; developed new transition program for students requiring services through age 21; provided education and support for parents of students with special needs

**Director of Secondary Pupil Personnel Services, New Fairfield Public Schools
(July 2008- August 2010)**

Collaborated with administrators regarding procedures related to pupil personnel services including nursing, 504, RtI and special education programming and procedures; evaluated and supervised special education, related services, nurse, para professional and secretarial staff; developed and managed IDEA Grant, ARRA and District Special Education Operating Budget; collaborated with Director of Finance regarding development and maintenance of grants and operating budgets; developed postings for, interviewed and made recommendations of new staff to the Superintendent; provided education and support for parents of students with special needs

**Supervisor of Secondary Special Education, New Fairfield Public Schools
(August 2007-July 2008)**

Assisted with the development and management of IDEA Grant and department's operating budget; provided supervision and evaluation of certified and non-certified special education staff; facilitated regularly scheduled department meetings at the middle school and high school levels; collaborated with regular education certified staff regarding programming needs for at-risk students and students receiving special education instruction; collaborated with central office administration regarding district goals and initiatives; collaborated with building and central office administration regarding the recruitment and selection of new staff

**Administrator, A.C.C.E.S.S./Gertrude Fielding Learning Center, Education Connection
(May 2006-August 2007)**

Provided supervision and evaluation of regular education and special education teaching staff, paraprofessional staff and support service staff; collaborated with local education agencies regarding educational programming for special needs students including coordinating curriculum and individualized education plans; coordinated professional development opportunities and trainings for staff; chaired the Crisis Response Team; coordinated teacher and student scheduling; facilitated weekly staff meetings; coordinated and provided consistent communication with outside agencies such as Department of Children and Families, Juvenile Probation, and various mental health providers; coordinated and facilitate Student Leadership Council

PROFESSIONAL EXPERIENCE

**School Psychologist, Newtown High School, Newtown Public Schools
(August 2004-May 2006)**

**School Psychologist, Elementary, Middle and High Schools, Westport Public Schools
(August 2001-July 2004)**

**School Psychologist, Hartford Transitional Learning Academy, Hartford Public Schools
(August 2000-July 2001)**

RELATED EXPERIENCE

Educational Legal Consultation (2004)

Adjunct Faculty, St. Joseph College (Fall Semester 2000) Department of Child Study, West Hartford, CT

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management (SHRM)

American Association of School Personnel Administrators (AASPA)

Connecticut Association of School Personnel Administrators (CASPA)

Previous: Litchfield County Directors Association (LDCD of CONNCASE Region 1)

(Served term as LCDA President and term as LCDA Secretary)