

Strategic Leadership in K-12 HR & District Operations

Innovative school district leader with a proven track record in transforming HR functions and optimizing district-wide operations. Skilled in redesigning processes, scaling systems, and aligning cross-functional teams to drive student-centered and employee-focused outcomes.

Expertise Includes:

- HR Technology & Analytics: HRIS implementation | Data integrity | Automation & digital workflows
- Compliance & Policy Development: Risk mitigation | Internal audits | Federal & state regulatory alignment
- People & Culture Leadership: Talent development | Inclusive, high-performance cultures | Coaching & mentorship
- Project & Change Management: Operational efficiency | Process improvement | Organizational transformation

PROFESSIONAL EXPERIENCE

School District – Kingman, AZ

2025- Present

Executive Director of Human Resources

- Provide strategic leadership and direction for the District’s human capital initiatives, supporting staff across multiple schools.
- Serve as a key member of the executive cabinet, aligning HR strategy with organizational goals and driving system-wide improvements.
- Oversee district-wide HR functions including recruitment, employee relations, compliance, compensation, performance management, training, and benefits.
- Lead policy development, manage grievances, and coordinate legal compliance efforts including Title IX and ADA regulations.
- Spearhead workforce planning, implement cost-reduction strategies, and present HR analytics and recommendations to the Governing Board.
- Supervise HR staff and collaborate with department leaders to support school operations, talent development, and continuous improvement.

University of Arizona Global Campus -Remote

2024-2025

Program Chair, Forbes School of Business and Technology

Charged with providing leadership, vision and overall direction for the Human Resource Management programs within the Forbes School of Business and Technology.

Program Highlights:

- Provide leadership & oversight of faculty and curriculum for the Master of Human Resource Management (MHRM) and Bachelor of Arts in Human Resources Management (BAHRM) online degree programs.

- Supervise and provide leadership for the Forbes School of Business & Technology SHRM Chapter, enhancing career readiness and providing resources and networking.
- Chair HRM Advisory Committee, a panel of industry leaders who serve as counsel and degree advocates.
- Manage and lead HRM faculty in curriculum development, assessment, instructor quality reviews, mentoring and coaching, program review, scholarship and research, service on university-wide committees, governance, and creation of learning communities.
- Develop and facilitate HRM Faculty Forum, a training platform for faculty.
- Set performance standards for faculty, review performance results, and provide timely feedback and coaching.
- Execute scheduling decisions through triangulation of performance data points.

IPEX by Aliaxis – Kingman, AZ

2024-2024

HUMAN RESOURCES

Charged with supports the delivery of HR projects, policies, programs, and procedures, ranging from recruitment, performance management to employee relations. Function as the first point of contact for assigned client group locations and collaborate closely with Corporate HR and Centres of Excellence (COEs) to provide support for a wide range of local level HR needs and initiatives.

Program Highlights:

- Collaborate with management team to establish good human resources practices to promote an optimal work environment.
- Establish effective onboarding procedures and conduct new employee orientation.
- Advise and guide assigned client groups on HR issues (e.g., conflict resolution, performance management, attendance issues). Advance issues as appropriate to COEs based on complexity.
- Function as a resource person for Labor relations both with the union and the management team to promote a harmonious workplace.
- Implement innovative human resource practices that promote team mobilization and commitment.
- Partner with management team to promote employee growth and development (HR planning, career mapping)
- Play a critical role in driving positive employee engagement.
- Function as a liaison between corporate HR, payroll, and employees regarding Benefits, RRSPs, Payroll, HR, & Short-Term Disability Claims.
- Coordinate Claims Management and Return to Work for Non-Occupational injuries or illnesses.
- Facilitate relevant HR training to supervisors and hourly employees (ADA, Respect in the Workplace, Privacy, etc.) and maintain vital training records.

**CORPORATE EDUCATION, BUSINESS DEVELOPMENT & WORKFORCE TRAINING –
ASSOCIATE DEAN
DIRECTOR OF CORPORATE EDUCATION & BUSINESS DEVELOPMENT (ACTING)
FACILITATOR, CORPORATE EDUCATION**

Charged with building corporate education and workforce development program to open revenue streams, increase business development opportunities, and accelerate community relationships and partnerships. Built, trained, and mentored a team of 31 to drive program development and adoption. Championed strategic vision for program, collected and analyzed data to fuel forward action, and ensure deployment of optimal organizational structure.

Achievements:

- **Captured partnerships with city governments**, chambers of commerce, corporate enterprises, manufacturing operations, healthcare systems, and professional associations.
- **Defined business development strategy** that captured two large-scale contracts and opened runways for partnerships, consultative projects, and group year-long training events.
- **Drove root cause assessment** of diverse business operations to develop and continuously improve educational/training programs that would close knowledge gaps and enhance employee capacity.
- **Steered development strategies and implemented solutions** to transform operations through training and development, utilizing adult learning theory tenants.
- **Elected to serve on the Economic Development Advisory Commission** of the City Council.

Program Highlights:

- **Directed ground-up training program development** centered around customer service to support the Hualapai Tribe's fast-growing resorts with 485 people, overseeing innovative federal tribal grants focused on training and business development within the tribal nation.
- **Bolstered leadership competencies** inside 24/7/365 manufacturing operation to drive down turnover and utilization of temporary services while improving internal culture.
- **Stood up management consulting services** to identify, design, implement, oversee, and assess training and development needs of employees on behalf of employer partners and other regional stakeholders.
- **Designed virtual workforce development courses** that ranged in topics, including leadership, customer service, team building, conflict resolution, and communication.

**ASSOCIATE PROGRAM DEAN, MASTER OF EDUCATION & GRADUATE STUDENT
EXPERIENCE**

Spearheaded academic support, leadership, and engagement for the Master of Education Program. Developed strategies to guide portfolio management, faculty support, and student

success. Partnered to lead governance, partnership strategy, accreditation and external standard reviews, professional trends, strategic and operational plans, and regional and national academic collaborations.

- **Fostered continuous improvement and program development culture**, analyzing relevant data through reporting dashboards and evidence-based management practices.
- **Collaborated to develop concepts for innovative and engaging educational activities** for target audiences.
- **Maximized course success** – achieving positive reviews for two consecutive terms – launching targeted interventions to ensure regular outreach to identify roadblocks and successful term completions.
- **Steered curriculum and course development processes** that spanned quarterly intake, SME assignment, external validation, and project plan monitoring.
- **Partnered with HR leadership** to drive overall people strategy, leading performance management, coaching, and learning development.

STRAYER UNIVERSITY – Alexandria, VA

2021 – 2022

ASSISTANT ACADEMIC DIRECTOR, ACADEMIC OPERATIONS & CONTINUOUS QUALITY IMPROVEMENT

Directed program portfolio that included Information Technology, Honors, Education, Criminal Justice, Public Administration, and Health Services Administration. Uncovered pathways to optimize portfolio and fuel data-driven actions to amplify educational success for both undergraduate and graduate students.

- **Guided market research and competitive analysis** to support program review and maintenance, uncovering opportunities to create new educational initiatives and building strategies to close program gaps.
- **Devised programmatic assessment plans** to ensure design, vision, and reviews aligned with academic goals.

AMERICAN COLLEGE OF EDUCATION – Indianapolis, IN

2021

DISSERTATION COORDINATOR

Supervised dissertation research and experience within Education program, overseeing chair and committee processes alongside faculty and student interactions. Tracked dissertation process to monitor student and faculty progress.

- **Trained and provided direction to students and faculty** regarding dissertation research process, requirements, and policies, including research process from concept paper to final defense.

CAPELLA UNIVERSITY – Minneapolis, MN

2019 – 2020

ASSOCIATE CHAIR, DOCTORAL STUDIES, SCHOOL OF EDUCATION (2019 – 2020) INTERIM ACADEMIC COORDINATOR, SCHOOL OF EDUCATION (2019)

Owned evolution of learning environment, including curriculum planning, fiscal management, and program assessment to safeguard alignment with academic standards

and university policies. Served as Interim Academic Coordinator, evaluating programs to drive revisions and guiding cross-functional teams to revitalize learning experiences.

- **Spearheaded deployment of Achievements in Milestones (AIM) program** to close gaps in learning and support faculty intervention for at-risk learners.
- **Formed processes and procedures** to advance educational operations, including doctoral handbook.

CAPELLA UNIVERSITY – Minneapolis, MN

2011 – 2019

CORE FACULTY, SCHOOL OF EDUCATION (2019 – 2019)

PART-TIME FACULTY, SCHOOL OF EDUCATION (2018 – 2019)

PART-TIME FACULTY, SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES (2011 – 2018)

Facilitated courses on Counseling and Educational Leadership and Management to graduate students. Owned development of course materials, curricula, and assessments utilizing active collaboration methods. Served as member and chair within dissertation committees.

- **Taught multiple courses concurrently**, including Dynamics of Organizational Improvement, School Counselling, and Community Consultation and Collaboration for Special Education for the School of Education and School of Behavioral Sciences.

SCHOOL DISTRICT – Steelton, PA

2010– 2019

ASSISTANT TO SUPERINTENDENT, HUMAN RESOURCES & PUPIL PERSONNEL SERVICE (2014 – 2019)

ELEMENTARY COUNSELOR (2014 – 2019)

ACTING & INTERIM SUPERINTENDENT (2010 – 2013)

Navigated across multiple facets of the district, owning HR operations for 200+ staff members, including hiring, union engagements, performance evaluations, and training programs.

ADDITIONAL PROFESSIONAL EXPERIENCE

PENNSYLVANIA DEPARTMENT OF EDUCATION – Harrisburg, PA

Special Education Policy Advisor, Pennsylvania Department of Education – Bureau of Special Education, Harrisburg, PA, 2019

Regional Director of Strategic Planning & Act 48 Professional Education, High School Reform Coordinator, Gifted Education

Program Advisor, and PA – PACT Program Reviewer, Pennsylvania Department of Education – Bureau of Teaching & Learning Support, Harrisburg, PA, 2008 – 2009

Key Achievements

- **Scalable HR Operations:** Optimized workflows and implemented systems that improved process efficiency by 30%.
- **Leadership Development:** Established career development frameworks, increasing retention and engagement.

- Compliance Excellence: Led audits ensuring 100% adherence to federal, state, and organizational policies.
- HR Analytics: Designed data dashboards that informed strategic decisions, boosting workforce efficiency.
- Process Improvement: Championed continuous improvement initiatives, reducing bottlenecks by 20%.

Education

Doctor of Education in Higher Education Leadership – Widener University
Master of Business Administration (MBA) – Jack Welch Management Institute
Master of Education in School Counseling – Shippensburg University
Bachelor of Science in Criminal Justice – Shippensburg University

Certifications

SHRM-CP (Certified Professional)
Certified Program Planner (LERN)
Superintendent Letter of Eligibility

Additional Expertise

Advanced proficiency in HRIS platforms (Oracle HCM, Workday), Microsoft Office Suite, and data analytics tools.
Experienced in vendor management, including RFP processes and technology rollouts.
Published author and speaker on HR operations and leadership topics.

Dear Ms. Ford,

I am writing to express my enthusiastic interest in the position of **State Superintendent of Public Instruction** for the Nevada Department of Education. With a career dedicated to educational leadership, human capital strategy, and community-centered innovation,

I bring a student-first, equity-driven perspective informed by direct experience in K-12, higher education, workforce development, and statewide policy implementation. Throughout my professional journey—from serving as Acting Superintendent in Pennsylvania to leading corporate and workforce education in Arizona—I have demonstrated a consistent ability to unite stakeholders around ambitious goals and deliver measurable outcomes. My current role as Executive Director of Human Resources for [REDACTED] School District has afforded me a front-line perspective on the needs of rural schools, educator recruitment challenges, and the importance of responsive leadership. I've developed and led cross-functional teams, stewarded strategic change, and built data-informed systems that strengthen educational ecosystems.

My tenure across roles at Mohave Community College, University of Arizona Global Campus, and Strayer University has reinforced my belief in the power of educational innovation to close opportunity gaps. I have led initiatives aligned with state standards, improved educator preparation pipelines, and expanded access for diverse student populations—including those in tribal communities, foster care, and underserved regions.

As Nevada stands at a pivotal moment in defining its educational future, I offer the skills, vision, and tenacity to lead with both strategic foresight and grounded execution. I am deeply aligned with the Department's goals of equity, innovation, and accountability, and am committed to working collaboratively with districts, families, educators, and policymakers to ensure every child in Nevada has access to a high-quality, future-ready education.

I am honored to submit my application for consideration and look forward to the opportunity to further discuss how my leadership experience and commitment to transformational education can support Nevada's students and educators.

Sincerely,

[REDACTED], Ed.D.

References

Ashley Dellosa –

Egypt Grandison –

Margot Jones –

Vision and Plan Statement

Dr. [REDACTED]

Nevada's future depends on the success of every student in our public education system-urban and rural, English learners and students with disabilities, tribal youth and students navigating poverty. My vision for the Nevada Department of Education (NDE) is to become a nationally recognized leader in equity-driven innovation, workforce-ready learning, and educator excellence. As Superintendent, I will champion a unified strategy rooted in partnership, data-informed decision-making, and bold transformation aligned with Nevada's Portrait of a Learner.

1. Elevate Student Outcomes with Equity at the Center

I will lead a statewide improvement plan anchored in actionable data, disaggregated by subgroup, to close achievement gaps and prioritize growth for historically underserved learners. This includes scaling interventions for students experiencing homelessness, in foster care, or from multilingual households, while investing in wraparound supports and inclusive instruction models.

2. Strengthen the Educator Workforce Pipeline

Nevada's educator shortage demands immediate action. Drawing from my background in educator licensure, faculty leadership, and HR strategy, I will launch a statewide initiative to accelerate licensure, improve retention through career lattices, and invest in rural recruitment and mentorship pipelines. We will remove bureaucratic bottlenecks while preserving quality.

3. Modernize Learning Pathways

As a former dean of innovation and workforce education, I will build bridges between schools and Nevada's evolving economy by expanding career and technical education (CTE), dual enrollment, and digital learning access. Every learner deserves a relevant, rigorous education that prepares them for both college and the workforce.

4. Foster Transparent, Community-Driven Governance

I will visit every Nevada county annually, hold public listening tours, and maintain open channels with school leaders, families, business partners, and tribal nations. My leadership style is grounded in collaboration, trust-building, and responsiveness to the unique needs of our diverse communities.

5. Lead with Fiscal Stewardship and Accountability

I bring extensive experience in managing multimillion-dollar education budgets, aligning resources with outcomes, and stewarding federal and state funds. Through transparent reporting and strategic investment, we will ensure the Pupil-Centered Funding Plan delivers measurable value for every student.

Nevada stands at a pivotal moment. As State Superintendent, I will unite stakeholders under a shared vision of student-centered excellence, and deliver on the promise of a world-class public education system-one that leaves no learner behind.