

**DR. TRACEY SEVERNS**  
**59 Far View Road**  
**Great Meadows, NJ 07838**  
**(908) 637-4544**

EDUCATION: Ed.D., Administration and Supervision, Seton Hall University, 1998.  
M.A.T., Special Education, Montclair State College, 1991.  
B.S., Psychology, State of New York, Oneonta, 1984.

**AREAS OF EFFECTIVENESS**

**CURRICULUM  
DEVELOPMENT**

Lead New Jersey's review and re-adoption of Core Curriculum Content Standards. Facilitated development and implementation of model curricula in math, science, social studies, language arts, world language, physical education, visual & performing arts. Created a middle school gifted and talented program, a school-wide enrichment program, a mentoring program for at-risk youth and a K-6 aftercare program. Implemented a bilingual program, a developmental guidance program, a revised basic skills program and an independent study program that involved community mentors. Coordinated cultural arts residencies and character education programs for K-8 students.

**INSTRUCTIONAL  
SUPERVISION**

Conducted observations in all K-8 subject areas. Created a new master schedule that reduced district expenditures, increased program options and provided common planning time for PLCs in each grade level. Altered grouping practices and developed a matrix for student placement in advanced level courses. Introduced curriculum mapping to reduce redundancy, improve lateral and longitudinal articulation, and promote interdisciplinary instruction. Improved standardized test scores in math, language arts and science by developing common assessments, instituting a diagnostic/prescriptive approach to test preparation and engaging teachers in the analysis of performance data.

**PERSONNEL  
MANAGEMENT**

Supervised student teachers, substitutes and 116 teachers, 35 support staff and 6 administrators. Created academies for mentors, new teachers and aspiring leaders. Implemented procedures pertaining to hiring, voluntary and involuntary transfers, increment withholding, tenure charges and dismissal. Revised building-level and district staffing practices to reduce positions while maintaining quality programs and services. Utilized creative recruitment strategies and new teacher support services to attract and retain talented faculty. Worked with union officials to prevent and resolve grievances. Supported implementation of new educator evaluation system. Aligned teachers with opportunities for local, state and national recognition programs. Chaired committees charged with hiring principals and central office personnel. Presented training on the Common Core State Standards, PARCC preparation, instructional leadership, data analysis and practices to improve achievement.

**SCHOOL  
GOVERNANCE**

Participated in the rereading and revision of school policies and procedures. Rewrote parent, student, teacher and substitute handbooks to include pertinent, updated laws and policies. Interpreted law and code in matters of staff and student discipline. Created a crisis management plan that served as a model for the district. Authored an award winning emergency management plan for Hope.

**STUDENT SERVICES** Dramatically reduced incidents leading to detention, suspension and expulsion. Utilized community resources to provide interventions for crisis situations and at-risk students. Improved transition programs for students entering middle school, high school and the district. Helped create guidance groups that address anger management, bereavement, eating disorders, social skills, gender issues and racial relations. Redesigned the special ed. summer school to reduce costs and improve outcomes. Broadened the extracurricular program by adding two sports and eight activities. Chaired the I&RS, RtI and 504 Committees. Created targeted learning labs and an enhanced tutoring program for struggling learners. Supervised foreign travel, transportation services and the after-care program.

**FACILITY MANAGEMENT** Assisted in the development, marketing and passage of a three million dollar referendum for Hope School. Supervised the completion of a six million dollar construction project at Frelinghuysen Middle School. Attended construction meetings, served as the liaison between township officials and central office personnel, and made recommendations regarding educational specifications and change orders. Revised building use to support new instructional programs, accommodate increased enrollment and reduce discipline problems. Coordinated the installation of a telecommunication infrastructure. Monitored custodial staff to maintain an attractive, healthy and safe school environment.

**BUDGET & FINANCE** Instituted a collaborative system of school-based budgeting and allocation of resources. Developed and managed Title funds and per pupil expenditures. Reduced district expenditures by actively soliciting grants and corporate donations. Created a process for maintaining up-to-date inventories of all equipment, materials, furniture and supplies. Achieved all building objectives and program initiatives within established timelines and under budget. Served on the Financial Efficiencies Committee to promote the most cost-effective management of school facilities, instructional materials and personnel.

**COMMUNITY RELATIONS** Developed a comprehensive public relations campaign that included radio broadcasts, presentations to parents and the school board, a monthly newsletter, press releases, a volunteer recognition program, a web site, an activity line, an anonymous tip line, the Principal's Advisory Committee, and affiliations with local colleges, businesses, and public service organizations. Introduced exit and entrance interviews to analyze data regarding why students and teachers enter and leave the district. Maintained ongoing efforts to develop fluency in Spanish.

**WORK HISTORY**

8/2014 – present	Mt. Olive School District, Director of Student Performance
8/2012 – 8/2014	NJ Department of Education, Chief Academic Officer
1/2005 – 7/2012	Mt. Olive Middle School, Principal
2003 - 1/2005	Great Meadows Regional, Superintendent
1/1999 – 2003	Frelinghuysen Middle School, Principal
1997-1/1999	Hope Township School, Vice Principal
1992-1997	Millburn Middle School, Special Education Teacher
1986-1992	The Children's Institute, Master Teacher