

Michael P. Smith

Education

1999	Judson College	B. A. Elementary Education
2003	Aurora University	M. S. Educational Administration
2015	Aurora University	Ed. D. Educational Administration

Experience

2017 – Present	Assistant Superintendent of Human Resources	Aurora West School District #129
2014-2017	Director/Executive Director for Human Resources	Aurora West School District #129
2010 – 2014	Principal	Fearn Elementary School Aurora West School District #129
2005 – 2010	Principal	Schneider Elementary School Aurora West School District #129
2003 – 2005	Assistant Principal	McCleery and Smith Elementary Schools Aurora West School District #129
1999- 2003	Fifth Grade Teacher	Nicholson Elementary School Aurora West School District #129

Professional Responsibilities

Assistant Superintendent of Human Resources

Serve as the administrative custodian of the five Collective Bargaining Agreements with Custodians, Office Professionals, Paraprofessionals, Bus Drivers, and Teachers. Oversee the hiring of all Certified and Classified staff. Serve on the Superintendents Executive Leadership Team and offer input related to district initiatives and organizational management decisions. Oversee the evaluation of all Certified and Classified staff. Participated in the renegotiation of the Custodial, Paraprofessional, Office Professional, and Teacher Collective Bargaining Agreements

**Principal
Fearn Elementary School**

Responsibilities included the management of the building budget; serving as liaison with school Parent Teacher Organization; conducting evaluations of teachers, office professionals, custodians, and paraprofessionals; organizing curriculum nights; connecting with community family support organizations; adhering to district code of conduct and managing student discipline; identifying and organizing staff professional development; monitoring implementation of district Response to Intervention program; served as a member of the district team during teacher contract negotiations; serving as an administrator representative on the district evaluation committee; chaired district committee to launch full day kindergarten, to include an address to the public at a districtwide informational meeting. Worked to develop a leadership training and support program for both new and existing administrators within the district.

**Principal
Schneider Elementary School**

Responsibilities included the management of the building budget; served as liaison with school Parent Teacher Organization; conducted evaluations of teachers, office professionals, custodians, and paraprofessionals; organizing curriculum nights, connecting with community family support organizations; adhering to district code of conduct and managing student discipline; identifying and organizing staff professional development; monitoring implementation of district Response to Intervention program; Oversaw bilingual program instruction in kindergarten through third grade classrooms; Oversaw district Hearing Impaired program housed within the school; maintained documentation and program expectations associated with the buildings Title 1 status.

**Assistant Principal
McCleery and Smith Elementary Schools**

Responsibilities included the management of building reading paraprofessionals; assisted the building principal by conducting half of the building formative and summative evaluations of the teaching staff; assisted the building principal with the management of student discipline; developed and monitored lunch time procedures; organized and implemented after school reading program.

**Fifth Grade Teacher
Nicholson Elementary School**

Responsibilities included the instruction of a classroom including fifth grade students in the core subject areas of Math, Science, Reading, and Social Studies. Supported the schoolwide efforts to provide a high quality education to a population of both at-risk and English language learners. Served on the building leadership team. Supported the management of the school by serving as a lunchroom supervisor and after-school reading support teacher.

Professional References

Dr. Jeff Craig
Superintendent
Aurora West School District #129

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Dr. Brent Raby
Assistant Superintendent for Teaching and Learning
Aurora West School District #129

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Angie Smith
Assistant Superintendent for Operations
Aurora West School District #129

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Caroline Haas-Davis
Human Resources Certified Staff Specialist

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