

# DENISE J. SPRAGUE

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Corinth, NY 12822

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(518) 654-2933

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## EDUCATION

- 6/03-Present**     **State University of New York at Plattsburgh**, Plattsburgh, NY  
C.A.S. in Education Administration    G.P.A. 3.8 (anticipated graduation, May 2005)
- 9/91-5/98**        **The College of Saint Rose**, Albany, NY  
M.S. Secondary Education    G.P.A. 3.5
- 9/85-12/87**       **State University of New York at Oswego**, Oswego, NY  
B.S. Business/Vocational Technical Education    G.P.A. 3.3
- 9/83-5/85**        **Onondaga Community College**, Syracuse, NY  
A.S. Business Administration    G.P.A. 3.2

## PROFESSIONAL CERTIFICATION

- School Administrator & Supervisor**, September, 2005  
**School District Administrator**, Certification eligibility, May, 2006  
**Business & Distributive Education, 7-12-** Permanent

## EXPERIENCE

- 9/2003-12/2005**    **School District Administrative Intern, K-12**
- 9/97-Present**      **Junior High School & High School Business & Computer Teacher, 7-12**  
Corinth Central School, Corinth, NY
- 5/2004-8/2004**    **Summer School Principal Intern, 6-12**  
**Saratoga Springs City School District**  
Maple Avenue School, Saratoga Springs, NY

### Administrative

- Conduct and write teacher observations using the full clinical supervision observation model
- Coordinate January Regents schedules and proctoring assignments
- Responsible for securing and distributing Regents Exams
- Coordinator and member of the interviewing teams for hiring within the district
- Trained & assisted in coordinating and inputting data for 9-12 NYS STEP (used to develop the NYS School Report Card)
- Member of the Shared Decision Making Team
- Coordinator & member of Fundraising Committee
- Wrote school policy-fundraising and attendance policies
- Member of the Administrative Cabinet as Administrative Intern
- Coordinate staff development days and assisted in teaching technology classes to staff
- Administrative coordinator of staff training on STARBASE attendance program and amended/aligned elementary school attendance policy with new program
- Experience with scheduling using STARBASE system for summer school program
- Member of the district Master Scheduling Committee
- Member of the district Technology Committee
- Prepared high school budget using Excel program for approval by budget committee
- Wrote a district professional development plan on school safety
- Interview summer school teachers, faculty & staff-Saratoga Springs

### Student Management

- Responsible for student disciplinary issues, involving conducting investigations, consulting with staff, counseling students, and administering appropriate consequences
- Writing summary reports regarding disciplinary cases

- Communicating & following up with various administrators regarding reports
- Communicate with parents/guardians regarding students' progress, behaviors, and safety
- Coordinate with school attendance officer, school security person regarding disciplinary issues and strategies to deter potential problems
- Collaboratively work with middle school principal on Juvenile Court Action-PINS
- Arrange and participate in parent/student conferences
- Supervise students by participating in bus duty, daily lunch duty, and monitoring students in hallways to ensure student safety
- Attended superintendent hearings
- Conducted student searches, assisted in police investigations, and submitted police statements regarding student incidents
- Collaboratively work with counselors in identifying & assisting with appropriate student intervention plans such as S.R.T. & C.S.E. meetings, alternative academic placements and counseling
- Member of the student dress code committee
- Experience in revising and rewriting attendance and cafeteria charge policy and procedures for the elementary school
- Participated in riding school busses at random to help bus drivers solve disciplinary problems during a.m. and p.m. transportation services

## **PROFESSIONAL TRAINING**

- A.P.L. Essential Elements of Instruction
- 2003 NYS Fall School Law Conference (6 professional hours earned)
- 2004 Potential Administrators Conference (6 professional hours earned)

## **TEACHING EXPERIENCE**

### **Corinth Central School**

**1997-present**

**Grades 7-12**

- Teach Computer Applications, including MS Word, Excel, Publisher, & Power Point
- Teach Business Law, Introduction to Occupations, Accounting I, II, III
- Teach Computer keyboarding and computer applications to grades 7-12
- Teach Reconnecting Youth Class – provided students with various skills in staying on track & intervention strategies
- Mock Trial Club Advisor – NYS Bar Association Mock Trial/Saratoga County
- Class Advisor (2002 & 2006)
- Middle School Extended Detention teacher
- Work Study Coordinator (Job Shadow and Internship Placements)
- Wrote & revised curriculum for all courses taught in business & computer applications in alignment with the NYS Learning Standards
- Wrote English 12R Transition Skills curriculum

### **Bishop Grimes High School, Syracuse, NY**

**1988-1990**

- Department Chairperson, Business
- Taught Computer and Keyboarding, Accounting, Business Law, Personal Business Finance
- Coached Varsity and Junior Varsity Cheerleading for basketball & football

**Professional Portfolio**     ***Includes all documentation of administrative experiences listed, as well as letters of reference and credentials.***