



- Designed and oversaw implementation of the Attendance and Discipline Policies including supervision of staff;
- Designed, created, and implemented the use of Student Handbook, Parent Handbook, Teacher's Procedural Manual, Newsletters, and additional publications;
- Supervised all Student Activities including clubs and special events;
- Coordinated major events such as Aids Information Evening, Substance Abuse Prevention Programs, Motivational Assembly Programs, Health Event Days;
- Designed and implemented a peer prevention substance abuse program, *Youth Decide*;
- Chaired a committee which developed the Crises Intervention Program, Sexual Harassment Policy, and a Faculty Advisor's Handbook;
- Implemented Senior Awards; designed and implemented Junior Recognition Program.
- Administered student discipline.

### ***Assistant Director Health and Physical Education***

New York City Board of Education,

Division of Curriculum and Instruction Brooklyn, NY 11201 July 1985-July 1988

Responsibilities

- Supervisor of thirty staff developers;
- Writer and/or chairperson of committee for writing of Health Education Curriculum in areas of Nutrition, Family Life/Sex Education, AIDS Prevention Education, Child and Sexual Abuse Prevention; Peer Mediation Program, Sexual Harassment, March of Dimes Prevention of Low Birth Weight;
- Designed and implemented conferences/programs for professional development of thousands of K-12 staff in areas of health education;
- Developed and implemented programs for Parent Education in related areas;
- Presentations to school boards; chairperson of advisory committees.
- Grant writer/implementer (including one million dollar grant in nutrition education);
- Writer for health aspect of Public Television's Curriculum for series *The Brain*.

### ***Family Life/Sex Education Coordinator***

New York City Board of Education

Division of Curriculum and Instruction Brooklyn, NY 11201 June 1983-July 1985

Responsibilities

- Major writer of High School section of Family Life Sex education Curriculum; assisted with writing of other sections;
- Coordinated implementation of Family Life Sex Education Curriculum implementation;
- Developed and implemented five day staff development program which trained thousands of teachers K-12;
- Designed and implemented parent training program;
- Directed and assisted districts in formulating advisory committees and modifying curriculum;
- Member of Central Advisory Committee.

### ***Examiner***

New York City Board of Education      Brooklyn, NY 11201      July 1970-June 1971  
Board of Examiners  
Responsibilities

- Coordinated, designed and implemented written, oral, and practical testing for Teachers and Supervisors of Health and Physical Education;
- College class presentations for perspective applicants;
- Evaluation of transcripts for potential applicants.

### ***Teacher / Adjunct Instructor***

John Dewey High School      September, 1971-June, 1983  
George W. Wingate High School      September, 1965-June, 1970  
Junior High School 149      September, 1964-June, 1965  
CUNY System: Brooklyn, Queens, and  
Queensboro Community College      Part time 1970-1983

### ***Education:***

Master of Arts  
Brooklyn College      Brooklyn, NY  
Bachelor of Science  
Brooklyn College      Brooklyn NY  
  
Credits above Master's Degree  
(Approximately 90)  
Brooklyn College      Brooklyn, NY  
Columbia University      New York, NY  
New York University      New York, NY

### ***Certifications:***

Teacher of Health and Physical Education  
Secondary Schools      New York State and  
New York City  
  
Assistant Principal, Administration      New York City  
Assistant Principal, H&PE      New York City  
Assistant Director, Health and Physical Education      New York City  
SAS      New York State  
  
SDS      New York State

### ***Service to Community:***

Adelphi University, Leadership Planning Committee  
Huntington Hospital *Lean on Me* Program, Breast Care Counselor  
Nassau County Elementary School Principals' Association, Leadership Committee and  
Recording Secretary (2001-2003)

Assist Nassau County High School Principal's Association with major conferences  
Cathedral of the Incarnation, Garden City  
President of Service League  
Designed and implemented Student Trust Fund  
Church School Teacher  
Volunteer at Church Functions  
Pastoral Care Volunteer at Winthrop Hospital  
Presenter at Uniondale Parenting Conferences  
Presenter at Lynbrook High School Health Fair  
Contributing writer of *Teacher's Manual: PBS Special 'The Brain'*

### *References:*

Mathew M. Mandery, Principal Jericho High School 1987-1999 (retired)  
Director, School Renewal Project, Brooklyn Technical H.S. 516 735-8571

Steve Tribus, Assistant Superintendent, Huntington NY (retired) 516 764-2860

MaryAnn Llewellyn, Supervisor, Curriculum, Instruction/Professional Development,  
Nassau BOCES. Presently Assistant Superintendent Curriculum and Instruction, Uniondale  
UFSD

Stan Snegroff, Associate Professor, Health Studies  
Adelphi University 516 877-4283

Ann Peluso, Assistant to the Superintendent Curriculum and Instruction,  
Merrick UFSD 516 992-7823

Additional references upon request.