



Matthew E. Stuard

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Objective: To obtain the Mason Summit High School Program Coordinator position where I will enable both students and staff to achieve at the highest levels while upholding Summit's high standard of success

Selected Administrative Experience:

- * Mason Summit High School / Mason Public Schools / 2002 - Present
 - In the absence of the Program Coordinator was tasked multiple times with the responsibility of administrating the various operations of the building as the Lead Teacher
 - Led staff meetings on various occasions
 - 2007 Summer Graduation Requirement Project (current)
 - Compiled Attendance and Grade Data, which assisted the Program Coordinator in modifying Summit's attendance policy
 - Created Summit's Attendance spreadsheet, which greatly improved school efficiency, and trained staff in its use
 - Met with ISD attendance auditor and designed hardcopy attendance books that Summit Staff utilize
 - Led search for new grade recording software, purchased "GradeKeeper" software, and trained staff in its use
 - Installed and maintain Video Surveillance System for Mason Summit High School with support from the Technology and Information Department
 - Installed and maintain computerized bell system for Mason Summit High School with support from the Technology and Information Department
 - Secured "Graduating Senior Award" from Mason community members
 - Aided in the implementation of Summit's Senior exit interviews, and in the recruiting of community members to serve as interviewers

Selected Teaching Experience:

- * Social Studies / English, 9th – 12th Grade
Mason Summit High School / Mason Public Schools / 2002 - Present
 - Intimate knowledge of Summit students, parents, and staff; as well as a familiarity with many additional Mason employees
 - Integrated a variety of reading strategies, higher order thinking strategies, and basic computer skills into classes, and helped teach staff, and parents these strategies and skills too
 - Acted in the capacity of advisor to Summit students

- Assisted Program Coordinator in various management and monitoring activities
- Assisted the Program Coordinator to write student "contracts," and probationary status forms
- Collaborated with the Program Coordinator, and MHS Social Workers to create student behavior plans
- Sat on three interview committees for the hiring of two Secretaries, and one Teacher; assisted the Program Coordinator in finding a long-term Math / Science Substitute Teacher
- Served as a new teacher mentor from 2005 - 2007
- Integrated the use of "Career Cruising" into Summit's curriculum
- Wrote and obtained a Mason Foundation Grant for Physical Education equipment for Summit Physical Education courses
- Attended multiple Individualized Education Plans (IEP's) for Summit students, and work closely with Mason Special Education staff
- Developed, planned, and taught electives and courses outside of content areas in: Psychology, Life Skills 1A, Life Skills 1B, Personal Law, Physical Education, and Personal Development

Student Teaching:

* English, 8th Grade
The Middle School at Parkside / Jackson Public Schools / 2002

Substitute Teaching:

* Jackson County ISD / Substitute Teacher for various Jackson County School Districts / 1997, 2000 – 2001

Selected Past Employment:

* Michigan Army National Guard / Personnel Services Sergeant / 363rd Personnel Services Detachment / Lansing, MI / 1993 – 2003

- Supervised soldiers
- Organized, maintained, and reviewed personnel records
- Entered and retrieved personnel information using computers
- Processed recommendations for awards and decorations
- Prepared, updated, and coordinated requests for evaluations
- Prepared, and monitored Soldier requests for ID cards and tags, leaves of absence, and passes
- Ordered and maintained office supplies
- Maintained filing systems

* Kold Pack Inc. / Commercial Refrigeration Technician / Jackson, MI / 1994 – 2000

* U.S. Army / Equipment, Records, and Parts Specialist / 4/12 Infantry BN / Baumholder, Germany / 1991 – 1993

Education:

* Eastern Michigan University / Overall 3.52 GPA for 147 EMU Credit Hours
Additional Endorsement in History / 3.90 GPA / 2006
Additional Endorsement in Social Studies / 3.88 GPA / 2005

* Eastern Michigan University Bachelor of Arts, English and American Literature; minor in Geography; Secondary Education / Overall 3.35 GPA / 2002

* Jackson Community College / Transferred 69 JCC Credit Hours to EMU

**Certification /
Endorsements:**

- * Michigan Professional Certificate; 6-12 English, 6-12 Social Studies, 6-12 History, 6-12 Geography

**Selected Military
Education:**

- * Primary Leadership Development Course / Camp Ashland, Nebraska / 2000
- * Personnel Services - Advanced Individual Training / Ft. McCoy, Wisconsin / 1995
- * Combat Lifesaver First - Aid Course / Baumholder, Germany / 1992
- * Equipment, Records, and Parts Specialist - Advanced Individual Training / Ft. Lee, Virginia / 1991
- * Basic Training / Ft. Leonard Wood, Missouri / 1991

**Selected
Professional
Development:**

- * Non-Violent Crisis Intervention and Prevention Training
- * Verbal De-escalation
- * CPR Training (Certified 2007)
- * Enhancing Professional Practice – A Framework for Teaching
- * Emotional Intelligence
- * Love and Logic
- * Six Traits of Writing
- * Visual Thinking Strategies
- * Brain Based Learning
- * Visitation to Kalamazoo and Lansing Magnet Schools
- * Public School Law
- * Positive Behavior Support
- * Writing Across the Curriculum
- * Interdisciplinary Teaching

**Selected Honors
and Achievements:**

- * Nominated for the Mason Area Chamber of Commerce Excellence in Education Award / 2007
- * Presented at Mason Board Meeting (Career Cruising) / 2006
- * Recognized in Ingham County Community News (MSHS) / 2006
- * Awarded Tenure 2005
- * Recognized in Ingham County Community News (MSHS) / 2005
- * Presented at Mason H.S. In-Service (Web Site Development) / 2004
- * Captain High School Cross-Country Team / 1990

Military Awards:

- * Honorable Discharge 2003
- * 4 Army Achievement Medals
- * Army Service Ribbon
- * Overseas Service Ribbon
- * National Defense Service Medal
- * 2 Michigan Service Medals
- * 2 Army Component Achievement Medals
- * Armed Forces Reserve Medal
- * Non-Commissioned Officer Professional Development Ribbon
- * Cold War Recognition Certificate

**Professional
Organizations:**

- * National Council for the Social Studies
- * National Council of Teachers of English
- * Michigan Alternative Education Organization

