

JAMIE L. NORD

ADMINISTRATIVE EXPERIENCE

Executive Director

July 2015 – Present

St. Croix River Education District, Rush City, MN

Supervisors: Superintendents Operating Committee, Andrew Almos (Chair)

- Coordinated a strategic action planning process with stakeholders from all six districts
- Provide an annual report on progress toward strategic action plan goals
- Led the transition to SCRED becoming its own independent entity (serving as own fiscal host and employer), as well as hosting student programs on behalf of its member districts
- Hire, supervise and evaluate education district's administrators and certified staff
- Provide oversight and support to the Human Resources department by assisting in the administration of employee benefits, answering contractual questions, hearing of grievances, etc.
- Refine mentorship programs and utilize positive organizational culture strategies to improve recruitment and retention of employees
- Facilitate staff meetings three times per year focused on building the culture of the organization and strategic action plan implementation
- Engage in formal discipline procedures in response to personnel situations
- Coach and mentor a team of five inexperienced administrators
- Develop and oversee the education district's budget
- Created a refined budget process that combines the use of technology with strategic stakeholder input
- Assist districts in maximizing their special education revenue as it relates to child count, tuition billing, Minnesota Health Care Programs, etc.
- Provide recommendations to districts regarding special education staffing and programming following a systematic review
- Developed all mandatory board policies for the education district
- Responsible for facilities management, including creation of a long-term facility management plan
- Coordinate meetings for the SCRED Governing Board and Superintendent Operating Committee that are aligned with the mission of the organization
- Facilitate the principal/curriculum director meetings to gather input regarding the services SCRED provides
- Serve as the coordinator for both Pine and Chisago County Interagency Collaboratives
- Conduct data-review meetings in each district annually to inform the creation of a Multi-Tiered System of Supports (MTSS) action plan
- Foster collaboration and partnering across districts to improve instruction or enhance opportunities for students
- Created a SCRED mental health committee to assist the districts with implementation of best practices in this area
- Coordinate professional learning opportunities for member district staff and administrators
- Enhance communication internally at SCRED and with member districts through a variety of methods
- Contribute to the field through presenting at Minnesota Administrators for Special Education (MASE) conferences, Center for Applied Research in Educational Improvement (CAREI), etc.
- Host the annual SCRED Legislative Forum and participate in legislative advocacy opportunities (MASE Day at the Capitol, Schools for Equity in Education) to advocate for meaningful change in education policy

Director of Special Education
St. Croix River Education District, Rush City, MN
Supervisor: Dr. Kim Gibbons

July 2011 – June 2015

- Responsible for the management of special education programs for six school districts with a total student population of 13,000.
- Hire, supervise and evaluate the education district's collaborative planners and special education related service and itinerant teaching staff
- Develop and implement mentorship programs for education district staff to improve retention
- Engage in formal discipline procedures in response to personnel situations
- Refine internal service advisory committees to ensure effective collaboration and communication
- Enhance communication with member district special education staff through a combination of face to face methods and technology use (Unique Learners' blog)
- Determine needs in the areas of staffing, transportation, equipment, services, evaluation, and placements within and outside of the education district
- Conduct program evaluation activities, including Response to Intervention (RtI) audits, to develop action steps for member districts
- Develop shared programming opportunities between member districts based on student need
- Analyze professional learning needs for staff and administrators in the area of special education and coordinate the development of professional learning opportunities across service areas
- Assist in the development and oversight of the education district's budget
- Create and implement professional learning opportunities for member district staff and administrators
- Provide consultation and oversight on a variety of topics (e.g., Section 504, Third Party Billing procedures, MARSS reporting)
- Provide technical assistance and ensure legal and regulatory compliance in special education
- Develop or revise special education policies and procedures, including the member districts' Total Special Education System (TSES) manuals and restrictive procedure plans
- Train staff on the Minnesota Continuous Improvement Process (MNCIMP) requirements; coordinate and oversee process, including file reviews and MDE site visits and interviews
- Develop and collect data for district corrective action plans (CAPs) regarding both compliance and fiscal related issues
- Summarize state monitoring data for stakeholder groups; use data to inform professional learning
- Manage due process conciliation, complaint, mediation, and hearing issues
- Establish effective working relationships with MDE, district attorneys, and parent advocates/attorneys
- Represent special education in the interagency system through the county collaborative
- Collect and report federal child count, required MARSS attendance data, and restrictive procedures data to the Minnesota Department of Education (MDE)
- Coordinate the Alternative Delivery of Specialized Instructional Services (ADSIS) grant application and data collection requirements on behalf of member districts
- Manage special education software system (SpEd Forms) and support and train staff in the use of the program
- Contribute to the field through presenting at Minnesota Administrators for Special Education (MASE) conferences and participating in legislative advocacy opportunities (MASE Day at the Capitol)

Unique Learners' Manager, Chisago Lakes School District
Unique Learners' Manager, Rush City Public Schools
St. Croix River Education District, Rush City, MN
Supervisor: Dr. Kim Gibbons

July 2010 – June 2014

July 2010 – June 2013

- Responsible for the day-to-day support and oversight of special education programs in member districts

- Hired, supervised and evaluated the education district's support service providers (e.g., social workers, school psychologists, school counselors)
- Determined needs in the areas of staffing, transportation, equipment, services, evaluation, and placements within and outside of the education district
- Provided technical assistance and ensured legal and regulatory compliance in special education
- Provided conciliation services between parents and schools
- Responded to MDE complaints on behalf of member districts
- Proposed and developed Federal Setting III behavior program at elementary level
- Developed and implemented district-specific professional learning opportunities
- Coordinated extended school year (ESY) services and developed district process to support staff in determining ESY eligibility
- Created building and district-wide crisis intervention plans
- Co-chaired the Chisago County Children's Mental Health Collaborative committee
- Planned and facilitated the education district's Parent Advisory Council (PAC) meetings
- Approved expenditures related to special education purchases, staffing allocations, professional learning, and tuition agreements
- Secured ADSIS funding on behalf of member districts and coordinated data collection efforts
- Participated in district level administrative meetings and contribute to discussions regarding improving the outcomes of all students

SCHOOL PSYCHOLOGY EXPERIENCE

School Psychologist - Chisago Lakes High School & Early Childhood August 2007 – June 2010
St. Croix River Education District, Rush City, MN
Supervisors: Dr. Holly Windram and Jason Riebe

- Facilitated problem solving team meetings as part of the Response to Intervention model
- Interpreted, analyzed, and presented academic and behavioral data to staff; facilitated problem solving team and special education department data reviews
- Created and implement interventions for a variety of academic and behavioral concerns
- Coordinated and provided oversight to special education programming with a focus on improving outcomes for students while maintaining high standards in all areas of due process; facilitated weekly special education department meetings
- Supervised the assessment/re-assessment process for all students referred for special education
- Conducted comprehensive functional behavioral assessments and developed behavior intervention plans
- Consulted with teachers and parents regarding social behavior and/or academic difficulties
- Designed and supervised a modified Check and Connect behavior intervention program for at-risk students
- Created and modified 504 plans; assisted teachers/counselors in effectively implementing accommodations
- Served as the coach for the Positive Behavioral Interventions and Supports (PBIS) team; developed and coordinated behavioral expectations and anti-bullying lessons

EDUCATION

St. Cloud State University Anticipated Summer 2018
 Educational Administration and Leadership
 Completion of Superintendent Licensure Program

St. Cloud State University May 2010
 Sixth Year Certificate in Educational Administration and Leadership
 Completion of Director of Special Education & K-12 Principalship Licensure Program
 GPA 4.0/4.0

University of Wisconsin-Stout

Education Specialist Degree in School Psychology
Completion of School Counseling Certification Program
Master of Science in Education in School Psychology
GPA 4.0/4.0

May 2008
May 2007
August 2006

University of Wisconsin-Superior

Bachelor of Science in Psychology
GPA 3.9/4.0

December 2004

LICENSURE

Superintendent (anticipated Summer 2018)
Director of Special Education
K-12 Principal
School Psychologist
School Counselor

PROFESSIONAL AFFILIATIONS

Minnesota Association of School Administrators
Minnesota Administrators for Special Education
National Association of School Psychologists
Minnesota Consortium for Evidence in Education
Association for Positive Behavior Support

REFERENCES

Dr. Kim Gibbons
Former Executive Director, SCRED
651-303-4141

Nicole Woodward
Director of Special Education, SCRED
651-213-2101

Andrew Almos
Superintendent, East Central Public Schools
320-245-6001

Sara Johnson
Principal, Lakeside Elementary School
651-213-2301

Dr. Deb Henton
Superintendent, North Branch Area Public Schools
651-674-1012

Dave Ertl
Principal, Chisago Lakes High School
651-213-2501