

# PAUL MCDONALD

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## SUMMARY:

- Experience as a leader serving in multiple roles, including Vice President, Superintendent, Assistant Superintendent, Director of Special Education, and Behavior Specialist
- Knowledgeable in all aspects of K-12 education with an emphasis on special education
- Strong consulting skills and experiences
- Superior presentation skills with the ability to engage, inspire and motivate both small and large groups of individuals
- Proven ability to develop and maintain strong, productive relationships with stakeholders
- Doctorate in Educational Leadership and Instructional Supervision

## WORK EXPERIENCE:

### ***Educational Consultant***

Paul McDonald Ed.D. Consulting  
June 2021-present

## DUTIES AND RESPONSIBILITIES:

### ***Business Development***

- Create the vision for the company
- Develop marketing and website materials, and social media post
- Responsible for promoting the company to potential clients

### ***Consultant***

- Provide coaching, mentoring, and technical assistance to school leaders in multiple areas
- Facilitate professional learning for district leaders, school principals, and teachers
- Produce support materials including handbooks, flow maps, and guide steps for school districts
- Guide school leaders in all aspects of special education compliance
- Improve special education programming by training teachers and implementing best practices
- Build a system of support for students who are performing below grade level and require additional supports

### ***Executive Vice President of Program Development***

Futures Education / Futures HealthCore  
January 2014 – June 2021

## DUTIES AND RESPONSIBILITIES:

### ***Leadership***

- Provide oversight of all operations within the Southwest region
- Management of senior leaders
- Development of relationships with 120 school executive officers
- Guidance of personnel services for 175 employees
- Accountable for 10 million in annual revenue
- Responsible for profit and loss statements for all contracts
- Generate new business and increase revenue by 10% annually

### ***Marketing***

- Responsible for marketing the company's products and services in the western United States
- Develop and maintain relationships with school leaders, including superintendents, special education and curriculum and instruction directors, teachers, and related service providers
- Facilitate the expansion of business opportunities in Arizona, California, Louisiana, and Washington
- Attend professional conferences and promote the products and services offered by the company
- Create business proposals and negotiate pricing in collaboration with potential new clients
- Implement services for each contract
- Research new and improved products and services to expand current partnerships and attract additional business opportunities

### ***Coaching and Mentoring***

- Develop and implement a curriculum for coaching and mentoring education leaders
- Work with school leadership to improve the district's overall performance
- Improve efficiencies and effectiveness throughout the district to improve student achievement
- Increase school and district leadership's knowledge of best practices
- Promote and model collaborative practices throughout districts
- Train leadership on how to use data to drive decision making

### ***Professional Development (list of topics available upon request)***

- Present at state and national conferences
- Collaboratively develop district professional development plans
- Capacity build school district staff on an array of topics
- Develop curriculum for training building-level principals on their role and responsibilities

### ***School Improvement***

- Promote and participate in programmatic reviews within school districts
- Prepare written proposals and contracts for programmatic reviews
- Observe classrooms and make recommendations for improvement in the instructional and service delivery model
- Analyze classroom schedules and practices to improve efficiencies and effectiveness
- Review programmatic costs to maximize dollars
- Recommend evidence-based solutions to increase student achievement

### ***Assistant Superintendent of Administrative Services***

Pendergast Elementary School District

July 2008-January 2014

## **DUTIES AND RESPONSIBILITIES:**

### ***Leadership***

- Provided leadership for the Educational Service department, including special education, research and assessment, student services, grants management, Title I, and curriculum and instruction
- Hired, coached, and evaluated the administrator for educational services, principals, and assistant principals
- Planned and led bi-weekly meetings with directors, principals, and assistant principals
- Facilitated the development of principal and assistant principal evaluation tools that align with state law
- Facilitated the resolution of parent and community concerns that were escalated to the superintendent's office
- Responsible for writing, proposing, implementing, training, and interpreting Governing Board Policy for all stakeholders

### ***Instruction***

- Instrumental in the restructuring of special education programming
- Provided collaborative leadership and direction for the full implementation of Response to Intervention
- Developed and implemented an Instructional Coach and Interventionist model
- Guided the development of a curriculum adoption process that included standards unwrapping, curriculum mapping, and resource and assessment development

### ***Professional Development***

- Planned and implemented professional learning for principals and assistant principals on a bi-weekly basis
- Responsible for planning and implementing an annual June leadership academy for 40 district leaders
- Collaboratively planned the professional development of 675 teachers
- Facilitated the implementation of high-performing collaborative teams

### ***Superintendent***

Bisbee Unified School District  
July 2003 – June 2008

### **DUTIES AND RESPONSIBILITIES:**

#### ***Education***

- Developed a strategic plan that focused on raising student achievement
- Evaluated and restructured the district-wide English Language Learner and Special Education Programs
- Supervised the development and implementation of a Gifted, Bright, and Highly Motivated Program
- Researched, developed, and coordinated a District curriculum adoption process
- Observed every classroom in each school monthly
- Provided training and coordinated the development and implementation of curriculum maps, calendars, and common assessments
- Trained the community on relevant topics
- Organized and facilitated a Parent-Community Superintendent's Advisory Committee to assist in sharing of information and decision-making on community-related issues

#### ***Management***

- Built positive partnerships with the Arizona School Boards Association and the district's lawyer to ensure the business is conducted per state law and governing board policies
- Assumed responsibility for the overall financial planning of the district, including efficient procedures and adequate controls for all expenditures
- Oversaw the processing and submission of required financial reports to the Arizona Department of Education, district auditors, and the Auditor General's Office
- Interpreted the budget and district finances for the community
- Successfully facilitated a Maintenance and Operations budget override in November 2007

#### ***Governing Board***

- Took prompt action to implement all directives of the Board
- Provided timely advice to the Board about programs, practices, and issues of the schools
- Kept the Board informed of the activities operating under the Board's authority
- Prepared and submitted to the Board recommendations relative to all matters requiring Board action
- Acted as chief public relations agent for the district
- Organized, planned, and provided annual training for the Board

#### ***Personnel***

- Recommend to the Board the appointment or dismissal of all employees of the district
- Ensured that all employees were evaluated per the schedule established by the Board
- Determined assignments, defined the duties, and coordinated and directed the work of all employees of the district
- Communicated to all employees' actions of the Board relating to personnel matters
- Developed and implemented a best practice hiring protocol
- Research, developed, and executed a new evaluation instrument for teachers, administrators, and support staff

### ***Assistant Superintendent/ Director of Special Education***

Tombstone Unified School District, Tombstone, AZ  
July 2000 – June 2003

## DUTIES AND RESPONSIBILITIES:

### ***Educational Leadership***

- Supervised all aspects of Special Education Services, including preschool programs
- Assisted in the development of the district's Mentor Program
- Instrumental in starting a Family Literacy program, in collaboration with Cochise College, on one elementary campus
- Conducted, developed, and facilitated parent involvement training and opportunities
- Facilitated the development and implementation of a district-wide discipline matrix, school rules, and dress code
- Researched and created a School-Based Intervention Team to assist teachers and students

### ***Fiscal Management***

- Implemented and managed the use of Medicaid in Public Schools (MIPS)
- Wrote and received state and federal grants; one million dollars 2001-2002, Nine hundred thousand dollars 2002-2003 school year
- Wrote, received, implemented, and managed the district's competitive grants/programs
- Managed all state and federal grants

### ***School Accountability***

- Facilitated the development and managed the implementation of the district's Long-Range Plan for Student Success
- Organized and facilitated the development of a school improvement plan
- Revised, implemented, and collected data on the school improvement plan
- Scheduled professional development activities around the school improvement plan
- Directed the district curriculum alignment to the Arizona Academic Standards

### ***Professional Development***

- Planned, scheduled, conducted, and facilitated staff professional development activities district-wide
- Conducted building and district-level training on a variety of topics, including best practices in behavior management, accommodations, and modifications for all students, confidentiality, special education law, and requirements
- Trained Para-educators in all aspects of their jobs

### ***District Behavioral Specialist***

Sierra Vista Public Schools, Sierra Vista, AZ  
August 1999 – May 2000

- Consulted with teachers and administrators on behavior interventions, strategies, and procedures
- Completed functional assessments and wrote behavior plans for students requiring them
- Conducted district in-services on classroom management techniques, functional behavior assessments, and special education regulations
- Maintained and updated the District's Special Education Handbook
- Conducted all-district Manifestation Determination Reviews

### ***Teacher***

Bella Vista Elementary, Sierra Vista Public Schools, Sierra Vista, AZ  
August 1998 – May 1999

- Worked with Kindergarten thru Fifth-grade students identified as Emotionally Disturbed in a self-contained classroom
- Implemented a curriculum that provided academic, social, emotional, and behavioral elements to the students
- Conducted building and district-level in-services on a variety of topics, including strategies for managing tough kids, behavior assessments, behavior contracts, and special education laws

### ***Teacher***

Sixth Avenue Elementary, Aurora Public Schools, Aurora, CO

August 1995 – June 1998

- Worked with Kindergarten thru Third-grade students identified as Severe Identifiably Emotionally Disturbed in a self-contained classroom
- Planned and implemented curriculum for each student based on the Individualized Education Plan that included an Affective Needs program consisting of behavior management, conflict resolution, social skills, and self-awareness training

### ***Teacher***

West Middle School, Aurora Public Schools, Aurora, CO

August 1993 – June 1995

- Worked with Sixth and Seventh-grade students identified as Severe Identifiably Emotionally Disturbed in a self-contained classroom
- Planned and implemented curriculum on an individual basis

## **EDUCATION**

Doctor of Education  
Educational Leadership and Instructional Supervision  
American International College, Springfield, MA  
August 2020

Master of Arts in Education  
Major Emphasis: Special Education – Severe Needs Affective  
University of Northern Colorado, Greeley, CO  
June 1996

Administrative Certification – Superintendent  
University of Phoenix, Tucson, AZ  
August 2002

Bachelor of Science in Education  
Major Emphasis: Elementary Education  
Ball State University, Muncie, IN  
July 1989

Administrative Certification – Principal  
University of Phoenix, Tucson, AZ  
May 2000

## **MEMBERSHIPS**

- Arizona School Administrators
- National School Boards Association
- Arizona Association of School Business Officials
- ASCD - The Association for Supervision and Curriculum Development
- Arizona School Boards Association
- American Association of School Administrators
- Association of School Business Officials International
- Council for Exception Children
- Arizona Council for Exception Children