

**HELENE KAY, Ed.D.**  
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**TEACHER EVALUATOR • SCHOOL ADMINISTRATOR**

*Elementary School Principal* with extensive experience training teachers and overseeing school operations. Expertise includes supervising teachers and professional staff, evaluating classroom performance, curriculum development, strategic planning, grant writing and community outreach. Won grants and accreditation that doubled the size of an early childhood program. Turned around a school that lost community support because it was not providing special-education services.

**CAREER PROGRESSION**

**MAJOR COLLEGE, Upstate, NY** 2015-Present  
*Adjunct Professor*

Assigned to lead College Graduate Student Teacher Seminar and supervise elementary education / special education student teachers at East Elementary, Pelham, NY, Center Elementary, Brookfield, CT and 2 other schools. *Selected Accomplishments:*

- Observed and critiqued student teacher performance 4 times per semester at their assigned schools. Conducted pre-observation lesson plan discussions and post-observation discussions with each student teacher.
- Supported student teachers toward successful development of their edTPA materials.
- Prepared student teachers for classroom teaching through a 2-hour weekly seminar.
- Selected to continue seminar and observation program in Spring, 2015 based on strong performance of students in the Fall, 2015 program.

**NORTH WOODS ELEMENTARY SCHOOL, Eastern, NY** 1997-2014  
*Principal*

Organized and directed all phases of operations at this K-5 school, including 60 staff members, 425 children and a building budget of \$350,000, excluding salaries. Initially assigned by the School District to “turn around” the North Woods program because it was not delivering mandated services or meeting parent expectations. *Selected Accomplishments:*

- Collaborated with parents, teachers, support staff and the School Board to develop and implement IDEA-compliant special education services that were not previously provided.
- Supervised student teachers and staff teachers using classroom observation and an evaluation process to offer suggestions for improvement.
- Facilitated the District’s committee to implement the New York State Common Core Math Curriculum. Selected and hired a consultant to train all teachers at North Woods and two other elementary schools on the new curriculum.
- Coordinated the District’s 23-member Strategic Planning Team that used cost-benefit analysis to guide the School System’s approach to implementing the New York State Common Core and other mandates.
- Created Science Expo that encourages mastery of the District’s STEM curricula.
- Acquired about \$25,000 annually to support the School’s cultural enrichment program from a North Woods PTA fundraising event.
- Established an after-school program at the town library that supports all ELL students socially and emotionally after the school day. Program is staffed by one North Woods teacher, local high school students and community volunteers.

**EARLY CHILDHOOD PROGRAM**, Green, NY

1985-1997

***School Principal and Pre-K Program Director***

Directed this 175 student program in the Central School District with a budget of more than \$1 million and 35 staff. *Selected Accomplishments:*

- Doubled the size of the School's Early Childhood Program through successful grant proposals that provided \$200,000 in Federal Head Start funding and a \$300,000 New York State Pre-K grant.
- Began the School's first Special Education Pre-K program with an additional \$500,000 grant from New York State Special Education funds.
- Aligned Pre-K curricula with Kindergarten and First-Grade to improve pupil preparation.
- Evaluated teacher performance in four elementary schools, including the Early Childhood School to ensure that all District and State standards were being met.
- Awarded accreditation by the National Academy of Early Childhood Programs. Program was specifically recognized for demonstrating high quality and substantial compliance.
- Implemented best practices that made the Program an example in the County for how Pre-K students could be served academically, physically, emotionally and socially.

**Other Professional Experience:**

**STUDENT ACADEMICS**, Buchanan, NY, *Academic Achievement Coach*

**IVY LEAGUE UNIVERSITY TEACHER'S COLLEGE**, New York, NY, *Practicum Instructor*

**SUBURBAN COLLEGE GRADUATE SCHOOL**, Eastern, NY, *Adjunct Assistant Professor*

**ROUND CIRCLE DAY CARE**, New York, NY, *Pre-K Teacher & Director*

**MIDTOWN SCHOOL**, New York, NY

*Pre-K & Kindergarten Teacher*

**CERTIFICATIONS**

New York State Certification, **School Administrator/Supervisor**

New York State Certification, **N-6**

Connecticut State Certification, **Intermediate Administrator and Supervisor**

New Jersey State Certification, **Principal/Supervisor**

**EDUCATION**

**Ed.D., Supervision & Leadership**, Ivy League University College, New York, NY

**M.Ed., Supervision & Leadership**, Columbia Ivy League University College, New York, NY

**M.S., Education**, Main Street College of Education, New York, NY

**B.A., Dance**. Brooklyn College/CUNY, Brooklyn, NY

**COMPUTER SKILLS**

MS-Office