

GEOFFREY N. GORDON, Ed.D.

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EDUCATIONAL EMPLOYMENT:

PORT WASHINGTON PUBLIC SCHOOLS, Port Washington, NY: 2002 – present

Superintendent of Schools

Duties and responsibilities include:

- Chief Educational Officer of a Pre-K-12 district of approximately 5,000 students and a \$130 million budget
- Supervise five elementary schools, one middle school and a high school
- Direct the work of appropriate administrators in the evaluation, development, and implementation of curriculum, the improvement of instruction, and recommend curriculum revisions to the Board as necessary
- Establish a system for supervision of instruction
- Recommend to the Board the employment and selection of the administrative, instructional, and support staff, assign the staff, evaluate their performance, and monitor staff development activities in the District.
- Provide leadership and supervision for all functions of the school District.
- Implement newly adopted policies and ensuring that the overall operation of the schools adheres to established Board of Education policy
- Provide leadership in the development and supervision of the School District's business and financial program
- Plan and provide physical facilities that meet the needs of children, including the District's 68 million dollar bond construction project
- Establish appropriate internal School District communications and communications between the schools and community on issues deemed important to both
- Maintain good contact with the community's media

NEW PROVIDENCE PUBLIC SCHOOLS, New Providence, NJ: 1994 - 2002

Superintendent of Schools

Duties and responsibilities include:

- Supervise two elementary schools, a middle school, and a high school. Chief Educational Officer of a K-12 district
- Insure that all aspects of district operation comply with state law and Board of Education policy
- Establish and maintain a written educational plan for the schools of the district consistent with the educational goals adopted by the Board
- Insure proper implementation of the educational plan
- Strive to make efficient use of district resources in the daily operations of the schools
- Assign staff to achieve the maximum effectiveness towards attainment of educational goals

- Evaluate the progress of the teaching and support staff members in the performance of their assigned tasks
- Analyze the results of instructional program development as it applies to the Board's educational goals
- Recommend changes in instruction or staff based on an analysis of staff or program progress
- Work cooperatively with the Board and administrative staff
- Prepare, maintain, and promulgate a manual of administrative regulations implementing the education statutes, rules of the State Board of Education, and Board policy
- Strive toward the highest standards of personal and professional conduct

NEW PROVIDENCE AND NORTHERN HIGHLANDS SCHOOLS REGIONAL HIGH SCHOOLS: two years, 1992-1994

Principal, Nationally Recognized High Schools

Duties and responsibilities include:

- Manage the daily use and operation of the high school for academic and nonacademic purposes
- Construct the Master Schedule and budget including staffing implications Oversee student evaluation, attendance, and department
- Organize graduation activities
- Direct the performance of duties of all high school personnel
- Account for the care and security of the school
- Administer the high school in compliance with the provision of the law, administrative code, policies, and practices of the Board of Education
- Responsible for supervision, evaluation, including professional improvement plan development, implementation and processes for all school administrators, department heads, secretaries, and teachers
- Guide the faculty in the development, implementation, and evaluation of curriculum
- Initiate and promote staff development
- Implement computer and technical education throughout the curriculum
- Work directly with the community and parent groups

CRESSKILL JUNIOR-SENIOR HIGH SCHOOL, Cresskill, NJ: five years, 1987-1992

Vice Principal

Duties and responsibilities include:

- Overall planning and preparation
- Enforcement of school policies relating to student conduct, discipline, and attendance
- Budgeting and schedule preparation
- Evaluation and supervision of custodians, teachers, and department heads
- Assist in preparation of Master Schedule, grades 7-12
- Curriculum development and evaluation
- Supervision of building and group maintenance
- Chairperson of district-wide and community Alcohol and Drug Abuse Committee

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL, Rumson, NJ: six years, 1972-1978

Administrative Assistant, Teacher of Social Studies, Athletic Coach

Duties and responsibilities included:

- Enforcement of school policies relating to student conduct, discipline, and attendance
- Guidance of senior students in college selection and scholarship applications
- Classroom instruction of grades 9-12
- Athletic coaching

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOLS, Englishtown, NJ:
four years, 1968-1972

Elementary and Junior High Teacher Duties and responsibilities included:

- Classroom teacher of grades four, five, six, and seven

RUTGERS UNIVERSITY, New Brunswick, NJ: two years, 1970-1972

College Coach

Duties and responsibilities included:

- Athletic coaching

MONTCLAIR STATE COLLEGE, Montclair, NJ
WILLIAM PATERSON COLLEGE, Wayne, NJ:
two years, 1990-1992

Adjunct Professor

Duties and responsibilities included:

- Undergraduate and graduate teaching

BUSINESS MANAGEMENT EMPLOYMENT:

BELL SYSTEM, NJ, NY, and IL: nine years, 1978-1987

National General Manager, Regional Director

Duties and responsibilities included:

- Direct supervision of union personnel
- National management of technical training
- Quality and planning director of new service initiatives to customers in the northeast
- Budget and schedule development
- Develop strategic planning initiatives
- Organize corporate development strategies

RELATED EMPLOYMENT:

COLTS NECK AND MANALAPAN TOWNSHIPS, NJ: four years, 1974-1978

Director of Parks and Recreation

Duties and responsibilities included:

- Supervision of two hundred teachers and college counselors
- Budgeting and scheduling
- Developing strategic objective with town officials

EDUCATION:

RUTGERS UNIVERSITY, New Brunswick, NJ: 1972-1982

Ed.D. Administration and Supervision:

Doctoral Dissertation: A study of Superordinate-Subordinate Influence and Perceived Influence and Their Interrelations with Zone of Acceptance, Decisional Participation and Leadership

Ed.M Social and Philosophical Foundations

UNIVERSITY OF VIRGINIA, Charlottesville, VA.: 1964-1968 B.A. American Government

HONORS AND PROFESSIONAL AFFILIATIONS:

- Selected to Kappa Delta Pi--National Honor Society in Education (1974)
- Selected to Who's Who in American Education (1989)
- Selected to Who's Who in American Finance and Industry (1981)
- Cited by President and Congress of the United States for model program lowering juvenile delinquency by 72% while Director of Parks and Recreation (1974)
- Teacher of the Year (1978)
- Professional Affiliations in Education, Business, and Quality Assurance including the National, State, and County Associations for Secondary School Principals
- Recipient of Wagenheim Memorial Scholarship for Character, University of Virginia
- Chairman, District-wide and Community Committee on Substance Abuse, Cresskill, NJ (1988-1992)
- One of three New Jersey educators initially selected to John Goodlad Task Force of national implications on Teacher Renewal (1991-1992)
- Only New Jersey Superintendent of Schools to raise more than \$500,000 through innovative business partnerships during his first year as Superintendent (1994-1995)
- Established first New Jersey educational partnership with a Japanese Prefectural Government (1994-1995)
- Cited by Board of Education for cutting more than \$400,000 from expenditures through development of a Zero Based Budget while increasing teaching staff through reallocation of existing accounts
- Founding member of the Board of Directors for Kozlov Dance International (Council to bring the Performing Arts to New Jersey) (1992)

- First and only K-12 educator elected to the New Jersey Board of Governors of The National Conference of Christians and Jews, founded in 1927 (1995)
- Selected to the Education Board of the New Jersey Symphony Orchestra at the New Jersey Performing Arts Center (1997)
- Selected State Director of Students for the Pre-Medical Honors Program of The Medical College of New Jersey (2000)
- One of three founding Superintendents named to the Education Advisory Committee to the Governor with the New Jersey Commissioner of Education (2000)
- Honoree at Resident for a More Beautiful Port Washington Gala (2008)
- Educator Honoree at Peabody College of Vanderbilt University, honored as one of three K-12 educators in New York honored for “Life-long Contributions to Education” (2009)
- “Educator of the Year Award” by the Korean Parent Association (2010)
- Honoree at Port Washington Community Action Council for helping at-risk and diverse students