

Liberty County Board Of Education

APPLICATION FOR SUPERINTENDENT

Send to: **GEORGIA SCHOOL BOARDS ASSOCIATION**
Superintendent Search – Liberty County
5120 Sugarloaf Parkway
Lawrenceville, Georgia 30043
Phone: (770) 962-2985 or (800) 226-1856 ext. 6855
Fax: (770) 962-5392
GSBA's Web Site: www.gsba.com

Applications must be received in the GSBA office by 4:30 p.m. on the deadline listed in the search brochure or postmarked by midnight the deadline listed in the search brochure.

I. PERSONAL INFORMATION

Prefix Dr. First Valya Middle Souder Last Lee
Present Address [REDACTED]
City [REDACTED] State [REDACTED] Zip [REDACTED]
Daytime Telephone Number [REDACTED] Social Security Number [REDACTED]
Home Telephone Number [REDACTED]
Cell Phone Number [REDACTED] Personal and Private Email Address Where You Can Be Contacted
[REDACTED]

II. PRESENT EMPLOYER INFORMATION

Present Employer EduTrax
Address 63 Pine Grove Dr.
City Locust Grove State Georgia Zip 30248
Telephone Number (478) 945-3127 Title of Position Executive Consultant
Length of Time in Current Position 2 months Does your employer know of this application? No
Amount of organization's annual budget for which you are responsible N/A (if applicable)
Number of employees for whom you have responsibility N/A
How many employees report directly to you? N/A Current Salary \$ 100,000 (Compensation Package)
Do you hold a Georgia leadership certificate or permit issued by the Professional Standards Commission (PSC)?
Yes - L-7 Certificate number: 247260

If no, are you are eligible to hold a Georgia leadership certificate or permit issued by the Georgia PSC? If yes, what level?

Eligibility Information may be obtained from the Division of Certification, Professional Standards Commission, Two Peachtree Street, Suite 6000, Atlanta, GA 30303, 404-232-2500 (www.gapsc.com). [Note new PSC phone number]

III. EMPLOYMENT HISTORY

Please list all FULL TIME experience both within and outside the field of education. List most recent employment first and continue in reverse chronological order. Use an attachment if necessary.

| DATE OF SERVICE | POSITION DUTIES | ORGANIZATION ADDRESS | SIZE/UNIT | REASON FOR LEAVING | ENDING SALARY |
|-----------------|---|---|-----------|---|---------------|
| 2010 - 2012 | Superintendent Coordinated continuous school improvement efforts resulting in increased academic achievement; provided leadership for standard operating procedures; facilitated budget development process, and adoptions. | Twiggs County Schools 952 Main Street Jeffersonville, GA 31044 | 1,000 | Spouse Illness 4 Hr. Daily Commute | \$140,000 |
| 2009 - 2010 | Assist. Supt. Provided leadership and supervision for Student Services Division inclusive of counselors, psychologists, social workers, special education, Section 504, student discipline, and disciplinary tribunals; planned, monitored and evaluated school improvement programs and initiatives; planned and facilitated informational meetings for community groups. | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 50,000 | Career Advancement TCPS | \$149,500 |
| 2008 - 2009 | Interim Supt./ Asst. Supt. Provided leadership for standard operating procedures; facilitated budget development process and adoptions; coordinated district accreditation process and reinstatement. | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 48,500 | Temporary Assignment | \$187,500 |
| 2007 - 2008 | Chief of Staff Supervised senior level staff; coordinated and facilitated school system strategic planning; provided leadership for district administrative operations, board policy review and development; provided leadership for the implementation of district programs and initiatives. | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 53,000 | New Superintendent Appointed/Reassigned | \$143,095 |
| 2005 - 2006 | Asst. Supt. Provided leadership and supervision for Student Services Division inclusive of counselors, psychologists, social workers, special education, Section 504, student discipline, and disciplinary tribunals; supervised elementary and middle school principals. | Rockdale County Schools 954 Main St. Conyers, Georgia 30012 | 16,000 | Recruited Back to Clayton/ Accepted Position in Higher Education | \$121,000 |

| | | | | | |
|-------------|---|---|--------|--------------------|-----------|
| 2003 - 2005 | Asst. Supt. | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 52,000 | Career Advancement | \$116,000 |
| | Supervised principals K-12; maintained oversight of area office. | | | | |
| 2000 - 2003 | Principal | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 1,161 | Promotion | \$ 86,000 |
| | CEO of Kemp Elementary; coordinated continuous school improvement efforts resulting in increased academic achievement; provided leadership for standard operating procedures. | | | | |
| 1998 - 2000 | Asst. Principal | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 974 | Promotion | \$ 78,000 |
| | Assisted principal with leadership of school; responsible for student discipline and building maintenance. | | | | |
| 1994 - 1998 | Teacher | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | 120 | Promotion | \$ 59,000 |
| | Implemented research-based best practices in middle grades teaching and learning; interpreted and utilized standardized assessment results to design effective instruction; employed instructional strategies and techniques based on identified student needs to facilitate academic growth. | | | | |
| 1992 - 1994 | Teacher | South West Atlanta Christian 3911 Campbellton Road, S.W. Atlanta, Georgia 30331 | 60 | Recruited to CCPS | \$ 16,000 |
| | Implemented research-based best practices in teaching and learning for 4 th , 7 th , and 8 th grade students; Design effective instruction based on identified student needs to facilitate academic growth. | | | | |

Have you ever been dismissed, suspended or terminated from any professional education or other management employment?

No If yes, please provide the date and name and address of the employer, and stated reason for the adverse action on a separate sheet.

Have you ever resigned or been given an opportunity to resign, withdraw an employment application, or not offered reemployment as a result of charges, disagreement or misunderstanding? No

If yes, state the date, name and address of the employer and a reasonably full statement of the basis and circumstances of the incident on a separate sheet.

IV. EDUCATIONAL AND PROFESSIONAL TRAINING. Use an attachment if necessary.

| NAME OF INSTITUTION | ADDRESS | MAJOR/MINOR | DATE ATTENDED | | DEGREE |
|-----------------------|-----------------|--------------------------|---------------|---|--------|
| | | | FROM | TO | |
| Argosy University | Atlanta, GA | Educational Leadership | 2005 | 2006 (Transferred credits from University of Sarasota) | Ed. D. |
| Troy State University | Phenix City, AL | Education Administration | 1997 | 1998 | Ed. S. |
| West Georgia College | Carrollton, GA | Middle Grades Education | 1994 | 1995 | M. Ed. |
| Spelman College | Atlanta, GA | Political Science | 1976 | 1980 | B.A. |

V. HONORS AND AWARDS. Use an attachment if necessary. List scholarships, articles authored, books authored, honorary degrees, citations, special recognitions, workshops conducted, major addresses, etc.

Honors/Achievements

- Acceptance in District Administration Leadership Institute and Round Tables
- Twiggs County Public Schools - JES AYP/ TCMS AYP
- Guest Speaker - Scholastic Classroom Library Division National Conference
- Coordinated and facilitated process that lead to removal of advisement status on district's accreditation - Twiggs County Public Schools
- Guest Speaker - Atlanta Christian Teachers Association
- Clayton County Outstanding Servant Leadership Award for Education
- Coordinated and facilitated the process that lead to reinstatement of district's SACS accreditation - Clayton County Public Schools
- Rockdale County Public Schools District Leadership School Improvement Award
- Atlanta Braves/Bell South Excellence in Education Award
- Teacher of the Year

Workshops Conducted

- *Education for Pre-service Teachers* - instructed undergraduate students in teacher preparation courses - Learning, Motivation, and Classroom Management and Teaching Language Arts and Social Studies
- *Student Teacher Supervisor*- Directed, advised, and monitored student teachers' field experiences
- *Teachers Of Specific Subjects (TOSS) Supervisor*- Directed, advised, and monitored pre-service early childhood education teachers' practicum/field experiences while placed in an early childhood setting
- *Classroom Management* -- Taught system-wide professional development course for deficient teachers
- *Effective Teaching* -- Instructed professional learning course for teachers to improve teaching practices and lesson delivery
- *New Teacher Induction* -- Orientated new teachers on teacher roles and responsibilities and the Georgia Teacher Evaluation Program
- *Using Data to Inform Instruction* -- Facilitated seminar and workshop for teachers and assistant principals
- *Differentiated Instruction* -- Facilitated in-service and workshops for principals and teachers
- *The Art of Documentation* -- Developed and instructed a two-part class for principals
- *Schooling Practices that Matter Most* -- Taught professional learning class to principals and teachers
- *Effective Implementation of the Student Support Team (SST) Process* -- Coordinated and presented workshop for principals and SST chairpersons

VI. OUTSIDE INTERESTS AND HOBBIES. Use an attachment if necessary.

- Serving and volunteering in faith-based and other and community organizations
- Spending time with family
- Reading
- Cooking
- Shopping
- Traveling

VII. COMMUNITY ACTIVITIES. Use an attachment if necessary.

Present and Past Professional Affiliations and Service

- Georgia Schools Superintendents Association (GSSA)
- Georgia Association of Educational Leaders (GAEL)
- Georgia Association of Educators (GAE)
- American Association of School Administrators (AASA)
- Association for Supervision and Curriculum Development (ASCD)
- National Education Association (NAE)
- National Middle School Association
- National Association for Elementary Principals (NAEP)
- International Reading Association (IRA)
- Board of Control- Middle Georgia Regional Education Agency
- Board of Directors Principal's Center – Georgia Student University
- Board of Trustees – Rainbow House Children's Shelter
- Family Connection Executive Committee and Collaborative Member
- Kappa Delta Pi
- Rotary Club
- Kiwanis Club

VIII. MAJOR CAREER ACCOMPLISHMENT AND PERSONAL ATTRIBUTES. List the personal attributes you feel will help assure your success as the superintendent of this school system.

Major Career Accomplishments

- **Finance** – Twice implemented a reduction in force (RIF) and reorganization over a period of two years for a cost savings to the district's general fund. This resulted in a balanced budget and reestablishment of the district's financial reserve for the first time in several years.
- **Teaching and Learning** – Established *Mutual Expectations for Standards-based Classrooms* and thereby increased academic accountability for results at all levels;
(District 1) Implemented writing initiative that enabled 11 out of 12 middle schools to make AYP – the converse of the previous year when 11 out of 12 failed to make AYP; schools averaged twelve point percentage gains
(District 2) Coordinated and facilitated reform initiative resulting in academic gains for two critical subgroups, ELL and SWD. Strategies and techniques employed enabled the school system to make AYP for the first time since the era of accountability began
(District 3) Implemented strategies that increased student achievement resulting in AYP elementary and middle schools for first time in five years; as a result of the second year of AYP, the said schools are now recognized as "Reward Schools" by the Georgia DOE; achieved double-digit gains on standardized tests in science and social studies at the high school level
- **Communication and Public Relations** - Facilitated district branding to promote positive image;
Coordinated and facilitated the development of a district website as an effective means to communicate district information news, events, employment opportunities, and as an avenue for stakeholder input and feedback;
Developed and distributed *Ten Points of Pride* circular and *District At A Glance* brochure, boasting school system's accomplishments
- **Board Governance and Relations** – Coordinated and facilitated corrective actions and authored SACS accreditation response documents in two Georgia districts which lead to the reinstatement of one district's accreditation and the removal of sanctions in another. Specific actions included development of *Governance Team Handbook* And *Governance Team's Communication Protocol*

Personal Attributes

Dubbed a "born-leader", I am passionate about and committed to excellence in education. As an educational leader, I possess sound academic acumen and strong business organizational know-how. I consider myself to be a collaborative, transformational leader. I invite members of my leadership team and all other stakeholders to contribute to the decision-making process. Known for my excellent oral and written communication skills and for having a compelling interpersonal competence, I make a conscious effort to encourage and support others. I am often complimented for being able to inspire and motivate others with my optimism and by modeling high standards of integrity and personal performance.

IX. REFERENCES

Please list the names of at least three individuals, one of whom should be a recent employer or supervisor, one a leader in your community (not necessarily connected with education) and one an educator who does not reside in your community. Do not list a relative. If you have limitations on your references, please indicate so.

| NAME | POSITION | PRESENT ADDRESS | TELEPHONE | LIMITATIONS |
|---------------------|-----------------------|---|----------------|-------------|
| Dr. Samuel King | Superintendent | Norfolk Public Schools 800 E City Hall Ave # 1200 Norfolk, VA 23510 | [REDACTED] | None |
| Linda W. Tanner | Deputy Superintendent | Pike County [REDACTED] [REDACTED] | (770) 567-8489 | None |
| Richard Antry | Superintendent | Rockdale County Schools 954 Main St. Conyers, Georgia 30012 | [REDACTED] | None |
| Teresa Blackshear | Board Vice Chair | Twiggs County Schools 952 Main St. Jeffersonville, GA 31044 | [REDACTED] | None |
| Jessie Gorree | Board Member | Clayton County Schools 1058 Fifth Avenue Jonesboro, Georgia 30236 | [REDACTED] | None |
| Lindsey Napler | Principal | Twiggs County Middle School 375 Watson Drive Jeffersonville, Georgia 31044 | (478) 945-3112 | None |
| Dr. Sarah Hawthorne | Community Leader | AlphaSkills P.O. Box 188 Jeffersonville, Georgia 31044 | (478) 945-3915 | None |
| Phil Hartley | Board Attorney | Harbin, Hartley and Hawkins 340 Jessie Jewel Pkwy, Suite 750 Gainesville, Georgia 30501 | (770) 534-7341 | None |

X. EDUCATION PHILOSOPHY. Write, in your own handwriting, a short commentary describing your view of the elements of a successful school system.

An effective school system begins with a vision for excellence, solid relationships, a challenging curriculum, and implementation of best practices in education. It is a school system that is student-centered, educationally sound, and fiscally responsible. An effective school system is one that fosters open communication with all stakeholders; and one that operates on the premise that all children can and will learn, given the appropriate learning opportunities and supportive environments that are conducive to learning.

Data-driven and high performing are characteristics of an effective school system. It is also one that has highly qualified and caring teachers who ensure the highest possible student learning and achievement. Coupled with effective teachers are dedicated support staff members at the school and central levels who deliver high quality, on time and within budget services to schools. These individuals serve as part of the total "effective school system package" along with parents and community members that are actively engaged in the educational process. An effective school system is one where all responsible parties are committed to doing "whatever it takes" to see every child succeed.

(Please see handwritten version of commentary herewith enclosed.)

XI. APPLICANT'S STATEMENT. Write a brief paragraph describing why you want to come to this school system.

Recognized as a progressive, high performing school system, I am attracted to the Liberty County school system because it is a student centered school district boasting numerous achievements and accomplishments. After researching the school system, I am well aware of the cutting edge programs and initiatives the district has for students that are second to none. Liberty County school system evidences a commitment to excellence in every aspect of schooling. Resource rich, the school system's students continue to make academic gains. Additionally, the district has been successful with efforts to close achievement gaps among subgroup student populations.

The many successes of the school district alone are inviting. Likewise are the many attributes and favorable characteristics of the community at large. It is for these reasons that I am interested in joining the ranks of educators in Liberty County. I would welcome the opportunity to be a part of a highly effective team where my learned expertise and transferable skills in continuous school improvement can advance the district's organizational goals and objectives.

Please READ Carefully.

1. Do you understand that because of the nature of the position for which you are applying, that the school district-employer may require a background check, including a search of fingerprint, other criminal records and credit history? **Yes**

Please include your birth date (for background check purposes only). ~~XXXXXXXXXX~~

Do you agree and consent for such background search and investigation to be conducted, and agree to hold the school district and Georgia School Boards Association and all officials, representatives and employees of the foregoing harmless from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims? **Yes**

2. Do you have any objections to your previous employers being contacted for reference purposes? **No**

3. Criminal Conduct

- (a) Have you ever been convicted of any crime, entered a plea of guilty, nolo contendere, or suffered First Offender Adjudication or any similar criminal or quasi-criminal determination or adjudications, other than minor traffic violations? **No**

If the answer is "yes" state the name and address of the Court, the date of the alleged offense, a description of the charges, and an explanation of the final action taken, including any fines, probation, imprisonment, first offender adjudication or similar disposition.

- (b) Have you ever been charged with any crime or been named in an indictment, accusation or special presentment for any offense, other than a minor traffic violation? **No**

I certify that the foregoing statements are true and correct and authorize you to investigate all references listed and to secure additional information if necessary.

Valya S. Bee

SIGNATURE

DATE March 27, 2013

NOTICE: Any false information knowingly given is grounds for your application being voided.
Return your completed application along with a cover letter and resume via U.S. mail.

"An Effective School System"

Talya S. Lee, Ed.D.

An effective school system begins with a vision for excellence, solid relationships, a challenging curriculum, and implementation of best practices in education. It is a school system that is student-centered, educationally sound, and fiscally responsible. An effective school system is one that fosters open communication with all stakeholders; and one that operates on the premise that all students can and will learn, given the appropriate learning opportunities and supportive environments that are conducive to learning.

Data-driven and high-performing are characteristics of an effective school system. It is one that has highly qualified and caring teachers who ensure the highest possible student learning and achievement. Coupled with effective teachers are dedicated support staff members at the school and central levels who deliver high quality,

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on time and within budget services to schools. These individuals serve as part of the total "effective school system package" along with parents and community members that are actively engaged in the educational process. An effective school system is one where all responsible parties are committed to doing "whatever it takes" to see every child succeed.

Dr. Valya S. Lee

March 23, 2013

GEORGIA SCHOOL BOARDS ASSOCIATION
Superintendent Search – Liberty County
5120 Sugarloaf Parkway
Lawrenceville, Georgia 30043

Dear Sirs:

This correspondence is sent to express my interest in the position of Superintendent for Liberty County schools. My previous experiences in education administration have enabled me to develop extensive knowledge and skills in school leadership necessary for effectively carrying out the duties and responsibilities of the position. Having served successfully in comparable positions in three other Georgia school districts, I consider myself a prime candidate for the Liberty County superintendent opportunity.

A graduate of Argosy University Atlanta with a Doctorate in Educational leadership, I have successful experiences progressing through the ranks as a classroom teacher, a principal and as a system level administrator. For the last nine years I have had the opportunity to serve successfully as superintendent, Interim Superintendent, Chief of Staff and/or assistant superintendent in three Georgia school districts. Most recently serving as superintendent of a rural school system for two years and having the majority of my experience at the central level in an urban district comprised of 53,000 students, I have both small and large district experiences and successes.

As a proven instructional leader, I have far-reaching experience in working to foster positive, supportive learning environments and to implement effectual leadership and teaching strategies that are necessary for optimum student achievement. In addition to being very knowledgeable of effective schooling practices for meeting the needs of all P-12 learners, I also have extensive background with teacher preparation in higher education, providing instruction to classes of students and supervising their practicum involvements.

Since returning to my permanent residence in Fayette County (due to challenging health issues my husband was facing) after serving as superintendent in middle Georgia, I have been employed as an Executive Education Consultant. The focus of my work has been to design curriculum and instructional supports that will assist school systems throughout the nation with implementing the Common Core State Standards. I also facilitate professional learning opportunities for teachers and administrators to enable them to effectively transition to and implement the common standards. These experiences and my demonstrated skills as an educational leader at the school and system level will be invaluable in furthering the work of educational leaders, teachers, and other staff members throughout Liberty County.

Throughout my career as a professional educator, I have demonstrated highly effective problem-solving skills. A person of good moral character, I have a documented history of participation and leadership in community organizations and other community affairs. I have been able to promote cooperative relations between the school district and all school system stakeholders. Whether

serving as an active member of The Rotary Club, a member of the Chamber of Commerce, Family Connections or other organizations, I have been able to garner support and resources for each school system where I have been employed. Likewise, by participating in state educational organizations and serving as a speaker at educational conferences and community events, I have engaged in worthwhile networking opportunities to the benefit of schools and districts at large.

Dubbed a "born-leader", I am passionate about and committed to excellence in education. As an educational leader, I possess sound academic acumen, strong business organizational know-how, excellent oral and written communication skills, and compelling interpersonal competence. I am known for being able to inspire and motivate staff with my optimism and by modeling high standards of integrity and personal performance. I have facilitated and promoted a team-led, shared-governance approach to educational leadership and promoted student-focused decision-making. With a proven record of sound fiscal management, I am also knowledgeable and proficient in school budgeting and finance. I have reduced or eliminated non-essential programs and positions at a cost savings to school systems, balanced budgets and established fund balance reserves; all during economically challenging times. I have working knowledge of and involvement with capital outlay projects, long and short range facility planning and SPLOST funding initiatives. Conservative in spending, only expenditures that are educationally sound, fiscally responsible, and in the best interest of students, serve as budget priorities.

As a school and district level administrator I have held active membership and actively participated in several Georgia educational leaders associations. Each entity provides annual and semi-annual updates on legal issues in Georgia that directly impact education in our state. Through membership and affiliation with the said organizations, being attuned to state and local media outlets, and first hand experience as a superintendent working with school system general counsels or Board attorneys, I have become very knowledgeable about school law and legal issues facing public schools in Georgia.

I am excited about the possibility of serving jointly with educators and other Liberty County stakeholders in facilitating continuous improvement in the school system, and I welcome an opportunity to interview for the position of superintendent. Please contact me at the address listed above, at phone number [REDACTED] or by email at [REDACTED]. Thank you in advance for the consideration.

Sincerely,


Valya S. Lee, Ed. D.

VALYA SOUDER LEE, ED.D.

EDUCATION AND CREDENTIALS

Ed. D., Educational Leadership – Argosy University, Atlanta, GA - 2006
Ed. S., Administration and Supervision – Troy State University, Phenix City, AL - 1998
TSS, Teacher Support Specialist – Clayton County Schools, Jonesboro, GA - 1996
M.Ed., Middle Grades Education – West Georgia College, Carrollton, GA - 1995
B. A., Political Science – Spelman College, Atlanta, GA – 1980

PERTINENT TRAINING AND CONTINUED EDUCATION

- What Works in Schools
- Integrating Technology into Classroom Instruction (InTech)
- Learning Focused Schools
- Teacher Support Specialist
- Vertical Teaming
- Multiple Criteria for the Gifted
- Effective Teaching Practices
- Cooperative Learning
- Learning Styles and Multiple Intelligences
- Effective Grading and Alternative Assessment
- Discipline A Total Approach – Facilitator Training
- Establishing a Positive School Culture
- Program Evaluation
- A Framework for Understanding Poverty

RELATED WORK EXPERIENCE

| | | |
|----------------|-----------------------------|---|
| 2012 – Present | Executive Consultant | EduTrax, Incorporated – Locust Grove, GA |
| 2010 - 2012 | Superintendent | Twiggs County Schools – Jeffersonville, GA |
| 2009 - 2010 | Assistant Superintendent | Clayton County Schools – Jonesboro, GA |
| 2009 - 2009 | Interim Superintendent | Clayton County Schools – Jonesboro, GA |
| 2008 - 2009 | Assistant Superintendent | Clayton County Schools – Jonesboro, GA |
| 2007 - 2008 | Chief of Staff | Clayton County Schools – Jonesboro, GA |
| 2006 - 2009 | Adjunct Professor | Kennesaw State University – Kennesaw, GA |
| 2006 - 2009 | Field Experience Supervisor | Kennesaw State University – Kennesaw, GA |
| 2005 - 2006 | Assistant Superintendent | Rockdale County Schools – Conyers, GA |
| 2003 - 2005 | Assistant Superintendent | Clayton County Schools – Jonesboro, GA |
| 2000 - 2003 | Principal | Clayton County Schools – Jonesboro, GA |
| 1998 - 2000 | Assistant Principal | Clayton County Schools – Jonesboro, GA |
| 1994 - 1997 | Teacher | Clayton County Schools – Jonesboro, GA |
| 1992 - 1994 | Teacher | Southwest Atlanta Christian Academy – Atlanta, GA |

RELEVANT EXPERIENCE

Adjunct Professor ~ Facilitator of Adult Education and Professional Development

- *Education for Pre-service Teachers* - Instructed undergraduate students in teacher preparation courses - Learning, Motivation, and Classroom Management and Teaching Language Arts and Social Studies
- *Student Teacher Supervisor*- Directed, advised, and monitored student teachers' field experiences
- *Teachers Of Specific Subjects (TOSS) Supervisor*- Directed, advised, and monitored pre-service early childhood education teachers' practicum/field experiences while placed in an early childhood setting
- *Classroom Management* – Taught system –wide professional development course for deficient teachers
- *Effective Teaching* – Instructed professional learning course for teachers to improve teaching practices and lesson delivery
- *New Teacher Induction* – Orientated new teachers on teacher roles and responsibilities and the Georgia Teacher Evaluation Program
- *Using Data to Inform Instruction* – Facilitated seminar and workshop for teachers and assistant principals
- *Differentiated Instruction* – Facilitated in-service and workshops for principals and teachers
- *The Art of Documentation* – Developed and instructed a two-part class for principals
- *Schooling Practices that Matter Most* –Taught professional learning class to principals and teachers
- *Effective Implementation of the Student Support Team (SST) Process* – Coordinated and presented workshop for principals and SST chairpersons

Leadership

Superintendent

- Coordinated continuous school improvement efforts resulting in increased student academic performance and achievement
- Conducted community forums to reengage school system stakeholders, increase employee morale, and galvanize community in support of school system mission, vision, and goals
- Provided leadership for district standard operating procedures, board policy review and policy development
- Coordinated and supervised system's budget development process, tentative and final adoptions
- Established district-wide Instructional Focus Team (IFT) to develop content area curriculum, pacing guides, and resources to improve instruction
- Established district-wide mutual expectations for standards-based classrooms to improve and enhance teaching and learning
- Implemented benchmark testing with process for data review and assessment, RTI, remediation and acceleration
- Developed three-tiered professional learning model to address teacher development needs in all areas at all levels of need
- Facilitated development and organization of district Communication and Public Relations Department inclusive of district-wide communication plan
- Developed School Safety and Student Support Matrix to improve school climate and culture resulting in reduced student discipline concerns
- Facilitated development of Operation Graduation, a plan to improve graduation rates and to ensure favorable post-secondary options for students

Chief of Staff

- Coordinated and facilitated school system strategic planning
- Provided leadership for district administrative procedures, board policy review and policy development
- Provided leadership for the implementation of district programs and initiatives
 - Developed *Strategic Action Teams* systemic initiative
 - Facilitated the restructuring of The Alternative School
 - Initiated and planned district-wide automation of textbook management
 - Designed and facilitated the development of the *Comprehensive Plan for Student Learning and Continuous Improvement*
 - Established a timeline and protocol for organization and management of student enrollment projection, staff allocation and FTE accountability
 - Prepared *State of the District* summation and presentation
 - Initiated Direct Attention To Achievement (DATA) meetings
 - Coordinated and drafted the district Response to the AdvancEd Special Team Review
 - Facilitated the development of a systemic Weapons Detection Protocol

Assistant Superintendent

- Participated in the development and communication of the district's mission, beliefs, and goals
- Assisted with the development, implementation, monitoring, and evaluation of the district's strategic plan for improvement
- Provided leadership and supervision of principals for designated K-12 schools
- Provided leadership and supervision for student services division inclusive of counselors, psychologists, social workers, special education, Section 504, student discipline, and disciplinary tribunals
- Monitored and evaluated planned programs and initiatives for school improvement including instructional use of disaggregated data, focused action planning, professional development, and parent/community involvement
- Planned and facilitated informational meetings for the express purpose of interpreting educational programming to formal and informal community groups
- Evaluated the effectiveness and impact of various pilot programs contemplated for use in the district
- Provided leadership for district administrative procedures, board policy review and policy development

Principal

- Developed strategies for adjusting the school program to meet the needs of all students
- Interpreted standardized assessments and utilized results to evaluate and redesign instructional programs to positively impact student achievement
- Implemented instructional decisions founded on research-based best practices in teaching and learning
- Fostered professional growth of staff, enhanced instructional techniques, implemented appropriate staff development activities based on identified needs

Teamwork

- *Teacher Support Specialist Area Leader* – Presided over fall and spring meetings for district TSS
- *Superintendent's School and Community Advisory Council* - Served as school district's representative
- *Think Tank Committee and Think Tank Implementation Committee* – Evaluated existing system-wide middle school programming and offered suggestions for improvement
- *Instructional Focus Team* - Participated in the review, selection, and development of district curriculum designs and instructional programs
- *Budget Committee Member* – Assisted with zero-based budgeting process and the identification of non-traditional funding for the school system
- *Discipline Committee Chair* – Revised system-wide discipline plan and behavioral expectations, developed resource manual for school administrators
- *Certified Staff Development Committee Member* - Identified system-wide staff development goals needs, and objectives
- *Leadership Roles Review Committee Facilitator* – Evaluated and redefined roles and responsibilities of Instructional Lead Teachers
- *Calendar Revision Committee Member* – Reviewed existing school system calendar for changes and revisions
- *Chairman of School Leadership Advisory Council* – Promoted full and effective participation
- *Testing Evaluation Committee* – evaluated test scores and developed strategies for improving student performance

Present and Past Professional Affiliations and Service

- Georgia Schools Superintendents Association (GSSA)
- Georgia Association of Educational Leaders (GAEL)
- Georgia Association of Educators (GAE)
- American Association of School Administrators (AASA)
- American Educational Research Association (AERA)
- Association for Supervision and Curriculum Development (ASCD)
- National Education Association (NAE)
- National Middle School Association
- National Association for Elementary Principals (NAEP)
- International Reading Association (IRA)
- Board of Control- Middle Georgia Regional Education Agency
- Board of Directors Principal's Center – Georgia Student University
- Board of Trustees – Rainbow House Children's Shelter
- Family Connection Executive Committee and Collaborative Member
- Phi Delta Kappa

Honors/Achievements

- Acceptance in District Administration Leadership Institute and Round Tables
- Twiggs County Public Schools - JES AYP/ TCMS AYP
- Guest Speaker – Scholastic Classroom Library Division National Conference
- Guest Speaker - Atlanta Christian Teachers Association
- Clayton County Outstanding Servant Leadership Award for Education
- Coordinated and facilitated the process that led to reinstatement of district's SACS accreditation - Clayton County Public Schools
- Rockdale County Public Schools District Leadership School Improvement Award
- Induction to Kappa Delta Pi – Graduate Honor Society
- Atlanta Braves/Bell South Excellence in Education Award
- Teacher of the Year

Professional References

| Contact Information | Position | Present Address |
|---|---|---|
| Dr. Samuel King (757) 353-9061 (757) 628-3830 samking@nps.k12.va.us | Superintendent | Norfolk Public Schools 800 E City Hall Ave # 1200 Norfolk, VA 23510 |
| Richard Autry [REDACTED] rautry@rockdale.k12.ga.us | Superintendent | Rockdale County Schools 954 Main St. Conyers, Georgia 30012 |
| Phil Hartley (770) 534-7341 [REDACTED] phartley@hhhlawyers.com | Attorney At Law TCPS/GSSA/GSBA | Harbin, Hartley and Hawkins 340 Jessie Jewel Pkwy, Suite 750 Gainesville, Georgia 30501 |
| Terralon Chaney (478) 954-7540 [REDACTED] [REDACTED] | Board Chair | Twiggs County 952 Main Street Jeffersonville, Georgia 31044 |
| Lindsey Napier (478) 508-3266 [REDACTED] lnapier@twiggs.k12.ga.us | Principal | Twiggs County Middle School 375 Watson Drive Jeffersonville, Georgia 31044 |
| Colinthia Foreman (478) 508-3246 [REDACTED] cforeman@twiggs.k12.ga.us | Principal | Jeffersonville Elementary School 675 Bullard Road Jeffersonville, Georgia 31044 |
| Dr. Sara Hawthorne (478) 945-3915 [REDACTED] sara@alphaskills.com | Community and Business Leader/ Twiggs County | Alpha Skills P.O. Box 188 Jeffersonville, Georgia 31044 |
| Judy Sherling (478) 808-8393 [REDACTED] [REDACTED] | Executive Director Twiggs County | Jeffersonville and Twiggs County Development Authority P. O. Box 703 Jeffersonville, Georgia 31044 |



January 22, 2013

To Whom It May Concern:

It is with honor that I would like to recommend Dr. Valya Lee for a position within your organization. I have known and worked with Dr. Lee for over fifteen years--both within the public school arena as Chief Information Officer for Clayton County Public Schools, as well as from the business arena as President and CEO of EduTrax Incorporated, a Georgia-based educational software firm. Dr. Lee has a proven track record for providing valuable insight and strategies to further the goals of student achievement and performance improvement.

During my tenure at Clayton County Public Schools, I had many opportunities to work with Dr. Lee, and was consistently impressed with her drive and aptitude for the administrative positions that she held. She had an amazing insight into what did and did not work in the learning environment, and had a keen sense of analyzing student data to steer the instructional programs within the district. She was a key decision maker within the district's executive staff and collaborated with our department on numerous occasions to design and implement the various software and data reporting programs developed for the district.

In my current position as a private business owner, I have been able to continue the professional relationship with Dr. Lee on a number of projects and initiatives that our organization has undertaken. Her valuable insight and experiences within both large and small school districts has allowed us to shape and design the various instructional software programs that we have developed and marketed.

Dr. Lee continues to be a valued friend and highly-regarded business associate. I have no doubt that she would be a valuable and successful addition to your organization.

Sincerely,

A handwritten signature in black ink, appearing to read "S. J. Holmes", is written over a faint, larger version of the signature.

Stephen J. Holmes

President and CEO, EduTrax Incorporated



Clayton County Public Schools

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700 • FAX (770) 473-2701

February 4, 2013

To Whom It May Concern:

On behalf of Dr. Valya S. Lee, I am pleased to offer a personal and professional reference in her quest to be the Superintendent or attain any administrative position within your organization. Through our association within the Clayton County Public School district, Dr. Lee and I have been acquainted for more than 19 years. She is a resourceful, dynamic, earnest, inspiring and personable individual with proven leadership.

It is rare that I meet an individual that renders me in awe; however, Dr. Lee is that individual. She is a woman of such fine character and is dedicated to serving students. We met nineteen years ago when my daughter was a student at Riverdale Middle School and Dr. Lee was an exceptional classroom teacher. Over the years, I observed her advance through the Clayton County school district from classroom teacher, Assistant Principal, Principal, Assistant Superintendent of Middle Schools, Assistant Superintendent of Student Services, Chief of Staff, and finally Interim Superintendent of Schools. During her ascension our roles changed, as I became an employee of the Clayton County Public Schools and she became my supervisor. Later when I became a School Board Member and Vice Chair of the school board, I became one of her supervisors. Thus, I have firsthand knowledge of Dr. Lee as both an employee and supervisor. I can honestly attest that she is a fine individual to work for and the absolute best to have in one's employ.

I still marvel at how positively and confidently Dr. Lee accepted the responsibility of becoming the Superintendent of a school district that was non-accredited, heavily laden with disgruntled parents, and a senior class who looked to her as their miracle worker. I, too, looked to Dr. Lee as a miracle worker because my son was a member of that class and she was the only person capable of leading our district to accreditation. Dr. Lee was so organized, well versed, and goal oriented that when she articulated her plans; there was complete buy-in by the staff and board. Within a matter of months, our district received accreditation and our school district was moving from "Good to Great".

If you seek a leader that is a visionary, one that can provide your school district with a plan of action and one that will improve student achievement and staff morale, Dr. Lee is that leader. Dr. Lee is a rare educator that has a plethora of experience across all ages and grade levels from Pre-K to postsecondary

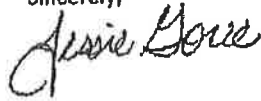
education. It is rare to find someone with such vast educational fortitude and the ability to put it into action. Dr. Lee has been successful in every position that she has served. She has a very deep sense of commitment, loyalty, flexibility, and perseverance.

There are many proficient and dedicated leaders in education. There are also leaders who, because of their commitment to education and students must be considered outstanding. Dr. Lee is outstanding.

It is with this confidence that I recommend Dr. Valya S. Lee for the position of Superintendent of Schools. She will be an outstanding leader for your school district but most importantly for your students.

If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,



Jessie Goree
Clayton County School Board Member
District 3
Past School Board Vice Chair



**Development Authority of
The City of Jeffersonville & Twiggs County**
P.O. Box 703 Jeffersonville, GA 31044 Douglas Chance, Chairman

August 1, 2012

To whom it may concern:

This letter is written as reference for Dr. Valya Lee, who served as Superintendent of Twiggs County Schools from 2010-2012. I have found Dr. Lee to be forthright, honorable and steadfast in her efforts to better the lives of children in our schools.

In working with Dr. Lee through Family Connections, we had an opportunity to interact on many occasions. Additionally, she appeared before our Chamber of Commerce to give annual reports on the accomplishments of the students. In the time she was here, her impact was immeasurable.

As an example of the innovation she brought to our system, Dr. Lee instituted vertical achievement analysis, comparing the scores of the same children year to year as opposed to different children at the same grade level. She found that our students were achieving at above-average levels until middle school when these same children began showing declines in test scores. Through this approach, she determined that there was a serious problem within our middle school instruction and took immediate measures to remedy the problem.

In an open session on work readiness at the regional level, I reported this example to the group of state officials and others in economic development. A representative of a national family research organization was in the room and felt this was so compelling that he wanted to follow up with the school system to see if this measurement approach would help in other schools through Georgia.

Throughout our work together, Dr. Lee has been fair, thoughtful and compassionate toward the people of Twiggs County. She was able to remedy some major issues within the system, brought about new technology that saved the system large sums of money and introduced new ideas that brought about measurable improvement in graduation rates, test scores and student achievement.

On a personal level, Val Lee became an immediate friend from our first meeting and I will miss having her in our community but wish her the best in her new endeavors.

Sincerely,

Judith R. Sherling
Executive Director

TWIGGS COUNTY Middle SCHOOL

375 Watson Drive
Jeffersonville, Georgia 31044
Phone: 478-945-3113 Fax: 478-945-3140

Mr. Lindsey Napier, PRINCIPAL

Kerasha Lewis, counselor




March 6, 2012

To Whom It May Concern:

I would like to recommend Dr. Valya Lee as a candidate for a position in your organization. Dr. Lee has been employed in Twiggs County Public Schools for the last two years. Dr. Lee has done an outstanding job as Superintendent during her tenure. She has excellent verbal and written communication skills, and is extremely organized. She always follows through to ensure that the tasks assigned to staff are completed. Dr. Lee effectively schedules, manages principals, central office staff to maintain efficient school operations.

During her tenure with Twiggs County Public Schools, Dr. Lee hired and trained personnel to ensure student academic achievement. Test scores have increased, morale is high among faculty and staff and discipline has declined in all schools.

Dr. Lee has always being willing to offer her assistance, and expertise. She has applied for grants and received them for the school district. She has an excellent rapport with many educational professional organizations. She would be an asset to any school district or employer and I recommend her for any endeavor she chooses to pursue.

Sincerely,

Lindsey P. Napier