

Diane Pedroza

dpedroza@mtschoools.org -

Contents:

1. Online Application
2. Attachment: Letter of Interest
3. Attachment: Resume
4. Attachment: Transcripts for NJ - The College of New Jersey
5. Reference Letter: Reference Letter
6. Reference Letter: Reference Letter
7. Reference Letter: Reference Letter

Prepared for: Cheryl Mackenzie
Manchester Township School District
Feb 6, 2024 7:55 AM

Manchester Township School District Online Application

Pedroza, Diane - AppNo: 4992

Date Submitted: 1/31/2024

Internal Candidate

Personal Data

Name: Diane Pedroza
(First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other: Diane Audain
(First) (Middle Initial) (Last)
Email Address: dpedroza@mtschoools.org

Postal Address

Permanent Address	Present Address
Number & Street:	Number & Street:
Apt. Number:	Apt. Number:
City:	City:
State/Province:	State/Province:
Zip/Postal Code:	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone:	Phone Number:
Home/Cell Phone:	

Employment Desired

Position Desired:	Experience in Similar Positions
Administration 1. Superintendent	-

Resume

Resume
Resume

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Manchester Township School District Interim Superintendent and Director of Curriculum		121 County Road 539 Whiting, NJ 08759 7323505900		Craig Lorentzen 732 3505900 clorentzen@mtschoools.org	
Date From - Date To:	09/2000 - 01/2023	Full or Part Time:	Full	Last Annual Salary:	195,000
Reason for Leaving:	currently employed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	As Director of Curriculum, I oversee ESEA Grant writing, NJQSAC, Title III, and all curriculum writing. As Acting Superintendent of Schools, I ensure the management and operations of all areas of the district. Balancing academics, social emotional learning, and safety is an integral part of both of these positions.				

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Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
N/A					
Date From - Date To:	-	Full or Part Time:		Last Annual Salary:	
Reason for Leaving:					
May we contact this employer?					
Responsibilities/Accomplishments at this Position					

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Monsignor Donovan High School TomsRiver, New Jersey
 Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
NJ - The College of New Jersey	09/2004 06/2005	Supervisor of Instruction Hrs:	Hrs:		

	Undergraduate	Graduate
Overall GPA	3.8/4	/4
Major GPA	3.9/4	/4

Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
MA/MS/etc.		English and Curriculum and Instruction

List honors, awards or distinctions you have earned:

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Certification

Do you hold National Board for Professional Teaching Standards certification?

Do you hold or anticipate a New Jersey certificate?

Certificate is held

Type	Certificate Number	Expiration Date	Status
Administrative (Standard/Principal, /School Administrator, /Supervisor)	1179698		Current

Please list any other endorsements and/or verifications documented on your Certificate(s):

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Extracurricular Activities

No activities entered.

Please provide more details regarding your experience or interest in your selected extra curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. What personal characteristics define an excellent administrator?

2. Why are you the best candidate to lead the Manchester Township School District?

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Language Skills

Do you know any language other than English? No

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:		
School/Org:		
Current Position:		
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:		
Years Known:		

	Reference 3 of 3	
Name:		
School/Org:		
Current Position:		
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:		
Years Known:		

Referrals

How did you hear about employment with us?

District Employee

Military Service

Branch of Service

Highest Rank Rating

Dates of Service

Current Status

Manchester Township School District Online Application

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Additional Information

List any additional information which will help in determining your professional qualifications for a position.

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Disclosures

Contract Status

* Are you currently under contract?

Yes

If Yes, which district?

MTSD

If Yes, when does it expire?

current position

When may your present employer be contacted?

yes

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

When?

* Have you ever been denied tenure?

No

If Yes, explain:

--

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

--

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

--

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

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Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain, giving dates:

* Have you ever had any indicated finding of child abuse filed in your name?

No

In accordance with New Jersey Law P.L.2018, c.5., you must answer the following questions:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Have you ever been the subject of any child abuse or sexual misconduct investigation by any employer, State Licensing Agency, Law Enforcement Agency, or the Division of Child Protection and Permanency in the Department Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated:

No

Have you ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct;

No

Have you ever had a license, professional license, or certificate suspended, surrendered or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct:

No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country?

No

Equal Opportunity Employer

Manchester Township School District is an Equal Opportunity Employer. Manchester Township School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Manchester Township School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

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Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I consent to and authorize disclosure of all requested information and release of related records by my previous employers listed on this application and release those employers from liability that may arise from the disclosure or release of records.

The records/information to be collected include but may not be limited to:

Any history of allegations/investigations pertaining to child abuse or sexual misconduct;

Any discipline, discharge, nonrenewal, resignation or separation from employment while allegations of child abuse or sexual misconduct was pending or under investigation or due to an adjudication or finding of child abuse or sexual misconduct

Any suspension, surrender or revocation of any license, professional license or certification while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

Information collected will be handled in a confidential manner and in compliance with all applicable laws.

I have read the above statement and hereby authorize the release of information.

I, Diane Pedroza , agree to all of the terms above.

☒ I agree

Accordingly, consistent with N.J.S.A. 18A:6-7.10, we ask that you provide additional information, including the initial complaint and final report, if any, to support the affirmative response(s) cited above. If an investigation is pending, please provide an anticipated date of completion. Please provide the additional information within 20 days.

Any applicant who willfully provides false information or willfully fails to disclose information required in New Jersey Law P.L.2018, c.5, shall be: (1) subject to discipline up to and including termination or denial of employment;

(2) may be deemed in violation of subsection a. of N.J.S.2C:28-3; and

(3) may be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law" of 1999.

Diane Audain-Pedroza

Craig Lorentzen
Business Administrator
Manchester Township School District
121 Route 539
Whiting, New Jersey 08759

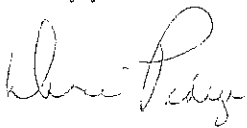
Dear Mr. Lorentzen and Members of the Manchester Township Board of Education,

I am writing to express my interest in the Chief School Administrator position. As a dedicated educational leader of the Manchester Township School District for more than twenty years, my educational training and professional leadership experience uniquely qualify me to carry on the District's mission to "ensure all Manchester Township graduates will have high expectations for themselves and will become responsible citizens prepared to meet the demands of the twenty-first century." I have a wide range of Pk-12 educational experience and a strong desire to continue to learn, grow, and excel professionally. Some highlights of my qualifications include:

- ❖ instructional leadership with strengths in curriculum development, special education, personnel management, planning, and technology
- ❖ excellent oral and written communication skills
- ❖ dedication to building the capacity of administrators and staff to ensure educational equity for all students by eliminating systemic barriers and fostering cultural diversity
- ❖ ability to develop collaborative relationships and motivate teams to achieve ambitious goals

Given my proven record of success in instructional leadership and organizational management, I am confident I would continue to cultivate a shared, student-centered vision that encourages optimal growth and achievement. I have enclosed my resume along with documents that support my candidacy for Chief School Administrator. I welcome the opportunity to discuss my qualifications and appreciate your consideration.

Sincerely yours,



Diane Pedroza

Diane Audain-Pedroza

PROFESSIONAL PROFILE

- Accomplished Pk-12 instructional leader committed to educational equity and practices that close the achievement gap
- Effective communicator who engages in collaborative planning and problem-solving
- Skilled presenter of effective basic skills and special education interventions

EDUCATION AND CERTIFICATIONS

- NJPSA/Foundation for Educational Administration, Monroe Township, N.J.
Chief School Administrator/Principal Education Leadership – June 2007
- New Jersey City University, Jersey City, N.J.
Supervisor- October 2005
- Monmouth College, West Long Branch, N.J.
Master of Arts in Teaching- May 1995
Teacher of the Handicapped- June 1997
- Rutgers College, Rutgers University, New Brunswick, N.J.
Bachelor of Arts Degree- May 1993

AREAS OF EXPERTISE

Curriculum Writing & Development
Inclusive Education
Evaluations-Danielson Model
Grant Writing and State Reporting

Data-driven Planning
Professional Development
Special Education Law & Policy
Parent & Community Involvement

PROFESSIONAL LEADERSHIP

Curriculum & Evaluation

- Facilitated the alignment of all curricula to the New Jersey Student Learning Standards (NJSLs)
- Established and directed a curriculum committee with content area teachers to standardize common assessments, lessons, and evaluation criteria which increased rigor and student outcomes
- Implemented the portfolio appeal process to increase student graduation rate. Was recognized by the NJDOE for leading the county in the development of constructed response tasks (CRTs)
- Launched new high school AP courses, College and Career Readiness (CCR), and Student Opportunities for Achievement Readiness (SOAR) which led to an increase in graduation rate to 97%, improved student achievement and attendance, and a decrease in disciplinary incidents
- Served as liaison to Manchester Township Law Enforcement. Developed and implemented the #Not Even Once opiate awareness program for grades 9-12, which is now being taught in high schools throughout New Jersey
- Launched district-wide character education programs (e.g. Responsive Classroom, Cultural Responsiveness) which fostered kindness, resilience, and educational equity
- Researched intervention programs and worked with the Pk-12 Child Study Team, educators and administrators to develop a district-wide New Jersey Tiered System of Supports Committee that implemented practices in schools
- Facilitated the successful implementation of a new evaluation system. Provided professional development on the Genesis tool and the components of Danielson Framework of Teaching and Learning

Instructional Supervision

- Conducted teacher evaluations of Pk-12 teachers and provided feedback that addressed evidence of student learning and implementation of best practices
- Introduced curriculum mapping to reduce redundancy and improve lateral and longitudinal articulation
- Led the New Jersey Quality Single Accountability Continuum (NJQSAC) monitoring and district self-evaluation process which focused on five key components: Instruction & Program, Fiscal, Governance, Operations, and Personnel
- Developed structures to support the successful integration of technology into a blended learning environment
- Worked with the Local Professional Development Committee (LPDC) to plan and implement training aligned to the District's mission to incorporate student-centered structures and problem-based learning to create 21st Century learners (e.g. Readers and Writers Workshop, Cultural Responsiveness, Next Generation Science Standards, Guided Inquiry, Addressing the Mathematical Practices)

Personnel Management

- Supervised student teachers, middle school and elementary faculty and staff, and administrators
- Created the New Teacher Induction program which included the development of the New Teacher Handbook and monthly mentor/mentee meetings and trainings
- Supported the implementation of the new educator evaluation system
- Presented training on New Jersey Student Learning Standards (NJSLS), NJSLA data, instructional leadership, data analysis and practices to improve student achievement
- Recruited new teachers and administrators who successfully contributed to the District's goals of improving student achievement, collaboration, and instructional rigor

Student Services

- Improved transition programs for students entering middle school and high school by enhancing collaboration within the District and with neighboring sending schools
- Expanded before and after school programming for all students, including English Language Learners (ELLs) and Title I students which resulted in increased student participation and achievement
- Chaired the District's New Jersey Tiered System of Supports (NJTSS) Committee. Improved the quality and consistency of procedures and practices with regard to data analysis and implementation of interventions
- Analyzed data to determine proportionality of services and programs provided for ELL and special education students for the Civil Rights Report

Budget & Finance

- Instituted a collaborative system of school-based and district-wide budgeting to determine allocation of resources for Every Students Succeeds Act (ESSA), Education Stabilization Fund through the Coronavirus Aid Relief, and Economic Security (CARES) Act for the Elementary and Secondary School Emergency Relief Fund (ESSER Fund)
- Developed and managed Title money and per pupil expenditures for state and federal funds
- Created a process for maintaining up-to-date inventories of all equipment, materials, and supplies
- Achieved all building and District goals for curriculum and instruction within established timelines and budget

Organizational Leadership and Strategic Planning

- Coordinated K-12 curriculum review and textbook adoption
- Wrote, monitored and reported on all State and Federal Grants
- Organized and supervised administration and analysis of the state assessment (ACCESS) for ELLs
- Authored the Strategic Planning and School In Need of Improvement Plans
- Led every facet of the state monitoring process
- Completed Civil Rights and Graduation State Reporting
- Worked collaboratively to create the Local Professional Development Plan
- Designed and analyzed the Annual District Needs Assessment

PROFESSIONAL PRESENTATIONS

- New Teacher Orientation Program- MTSD Digital Tools & Instructional Resources, August 2021
- New Jersey Department of Education 2019-2020 School Performance Reports, June 2021
- Mental Health, SEL, and Anti Bullying Overview and Resources, January 2021
- Manchester Township School District KinderPrep – March 2021(virtual presentation)
- Pandemic Plan and Virtual Learning presentation, March 2020
- NJSLA 2018-2019 Next Steps 2020-2021 Update, November 2020
- Social Emotional Learning, September 2019
- Classroom Technology- Live (Synchronous) Instruction in the Manchester Township School District, August 2020 (screencast using YouTube)
- Ready Classroom Math Program, May 2019
- New Jersey Tiered System of Supports, May 2019 and December 2021
- District Assessment Committee Meeting, November 2018
- PARCC Presentation with Elementary Breakout, August 2018
- Local Professional Development Plan ppt, October 2018
- NJQSAC presentation, February 2018

PROFESSIONAL AFFILIATIONS

- NJASA Curriculum and Instruction Committee Member 2019 to present
- Member of New Jersey Association of School Administrators (NJASA), New Jersey Principals and Supervisors Association (NJPSA), New Jersey Association of Federal Program Administrators (NJAFPA), County Supervisor of Curriculum and Instruction (CSI), Monmouth County Curriculum Consortium (MC 3)

PROFESSIONAL DEVELOPMENT

- MC 3 Winter Summit, January 2020
- Using Formative Assessment to Improve Student Achievement, April 2020
- Best Practices for Serving Ells and their Families During the Pandemic, April 2020
- IReady Summit 2020
- Linkit Intervention and Data Summit 2020
- A Pathway to Excellence- NJASA Residency, February 2020
- Middle School Teachers: Meet the 2019 Personal Finance Learning Requirement, August 2019

SCHOOL IMPROVEMENT INITIATIVES

- ❖ New Jersey Tiered System of Support (NJTSS)
- ❖ Basic Skills Intervention Model
- ❖ Common Grading and Common Assessments
- ❖ District Diversity, Equity and Inclusion Steering Committee
- ❖ Readers and Writers Workshop