

Susan A. McNamara
1315 Mossbank Road
Point Pleasant, NJ 08742
(H) 732-714-7171 (C) 732-330-2277 (W) 732-785-3000 ext.1031

FULL-TIME EMPLOYMENT

Administrative Experience:

July 2019 - Present	Director of Planning, Research, & Evaluation
June 2016- June 2019	Director of Curriculum & Instruction, Brick Township School District, Brick, NJ
September 2014 - June 2016	District Testing Coordinator & Data Analyst Brick Township School District, Brick, NJ
July 2010 - August 2014	Principal, Veterans Memorial Elementary School, Brick Township School District, Brick, NJ
August 2001 - June 2010	Principal, Lake Riviera Middle School, Brick Township School District, Brick, NJ
December 1998 - August 2001	Assistant Principal, Lake Riviera Middle School, Brick Township School District, Brick, NJ

Responsibilities:

- Strategic planning to analyze and evaluate all building activities.
- Forecasting and managing budgets.
- Coordinating and managing Title I, Title II, and Title III Programs.
- Hiring, observing, and managing staff.
- Scheduling administrative, staff and support staff assignments.
- Coordinating, managing and implementing district and standardized assessments.
- Coordinating, managing and implementing AchieveNJ and TeachNJ initiatives for teachers and administrators.
- Coordinating, managing and implementing cooperative management initiatives for effective student discipline.
- Designing and implementing training programs for administrators, teachers, and support staff.
- Coordinating and implementing District Professional Development Academy.
- Coordinating, facilitating, and participating in online curriculum design.
- Coordinating and facilitating online lesson design.
- Coordinating and facilitating online assessment design.
- Implementation of supervisory/management techniques.
- Maintaining high tech/high touch relations with staff, students, parents and the community.

Teaching Experience:

April 1994 - December 1998	Teacher Technology Coordinator, Brick Township School District, Brick, NJ
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Responsibilities:

- Designing and implementing training programs for administrators, teachers, and support staff; covering a variety of software and hardware topics.
- Coordinating seminars/workshops and in-service programs to train administrators, teachers, support staff, and students in the available technologies.
- Coordinating and participating in curriculum design and implementation and supervisory/management techniques as they pertain to technology in and out of the classroom.
- Installing, repairing, maintaining, upgrading & supporting Hardware and Software.
- Managing hardware maintenance, from scheduling to payment.
- Maintaining high tech/high touch relations through communication, support, and problem solving.

September 1990 - April 1994	Computer Instructor, Lake Riviera Middle School, Brick, NJ
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Courses taught:	Computer Applications, 7th & 8th Grade level Computer Exploration/Literacy, 6th Grade level
Curriculum	Brick Computer Committee Member
Committees:	7th and 8th Grade Computer Curriculum Writer 6th Grade Computer Curriculum Writer
Training, Installation & Coordination	Administrative Assistant Training & Technical Support LRMS Teacher Training in Windows & Works I-CLASS Training Software Fair Coordinator, Summer 1993 Installation and set-up of office computers and classroom computers

Susan A. McNamara

January 1989 - Business Education Instructor, Freehold
June 1990 Township High School, Freehold, NJ

Courses taught: Business Law, Accounting, Recordkeeping, Marketing,
Keyboarding, Word Processing

Adviser: Future Business Leaders of America

Curriculum Business Program for College Bound Students,
Committee: Curriculum Writer

December 1981 - Business Education Instructor, Emerson
October 1985 High School, Union City, NJ

Courses taught: Keyboarding, Computers, Office Automation/Word Processing

Business Experience:

August 1988 - Program Director, Environmental Regulations
December 1988 Executive Enterprises, Inc.
22 West 21st Street, New York, NY 10010

July 1987 - Senior Product Manager, Office Systems Technology
March 1988 John Wiley & Sons, Inc., Occupational Division
605 Third Avenue, New York, NY 10158

October 1985 Product Manager, Office Systems Technology
July 1987 John Wiley & Sons, Inc., Occupational Division
605 Third Avenue, New York, NY 10158

Experienced in:

- Strategic Planning to analyze and evaluate all marketing activities.
- Forecasting and managing marketing budgets.
- Managing inventory to maximize turnover and to maintain an average gross margin.
- Hiring, training, and managing marketing department staff.
- Organizing Trade Show/Conventions from scheduling to follow-up.
- Directing the scheduling, designing, and mailing of advertising and promotion; including sales letters, brochures, catalogs, and special promotional items.
- Designing and implementing training programs for sales staff; including demonstration and sales presentations for microcomputer-based products, canned product presentations, competitive analyses, sales kits, sales manuals, sales sheets.
- Coordinating seminars/workshops and in-service programs to train customers in the areas of microcomputer-based products, curriculum design and implementation and supervisory/management techniques.
- Developing and managing business-related seminars and conferences for high-level executives and their professional support staff.
- Servicing and selling products via product training, curriculum consulting, providing sales support/information and problem solving.

EDUCATION/CERTIFICATION

2016 Certificate: School Administrator, 7/2016

2004 Certificate: School Business Administrator, 4/2004

1985 Montclair State College, Montclair, NJ
Master of Arts in Business Education and Supervision
Certificates: Principal, Supervisor, COE Coordinator

1981 Montclair State College, Montclair, NJ
Bachelor of Arts in Business Education: Accounting/General Bus.
Certificates: Accounting, Keyboarding, General Business/Office
Systems, and Data Processing

REFERENCES Furnished upon request