

Tracey L. Raimondo

March 31, 2024

Mrs. Diane Pedroza  
Superintendent  
Manchester Township School District  
121 Route 539, PO Box 4100  
Whiting, NJ 08759

Dear Mrs. Pedroza:

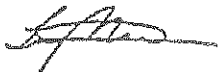
I am excited to submit this letter to express my interest in the Director of Curriculum position in the Manchester Township School District. As a seasoned and highly effective administrator, I am prepared to utilize my student-centered and collaborative leadership style and extensive experience to lead the district to continued success. Several additional qualities that uniquely qualify me for this position are:

- excellent oral and written communication skills
- enthusiasm, persistence and organizational skills
- experience leading teams to analyze and utilize data
- dedication to building staff capacity, including new staff development
- strong background in instructional leadership
- extensive experience with collaborative problem solving
- excellent presentation skills.
- demonstrated commitment to continued professional growth

Our district is situated in a unique position, navigating post-pandemic education and returning to our district vision of Excellence by Example. Successfully overcoming the challenges of the past few years requires a leader with a wide range of skills including team building, innovative thinking and adaptability. I am excited for the opportunity to bring these competencies and dispositions to the director of curriculum position.

I would welcome the opportunity to discuss my qualifications and experiences with you. I appreciate your consideration and look forward to hearing from you.

Sincerely,



Tracey L. Raimondo

# Tracey L. Raimondo

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## PROFILE

- Highly effective educational leader with over 10 years of administrative experience in all areas of NJ Professional Standards for School Leaders
  - Skilled presenter of professional development that improves professional practice and program implementation
  - Thoughtful and perceptive leader able to establish long-term goals and manage steps to successful completion
  - Effective communicator who actively collaborates to develop successful solutions that improve student achievement and enhance culture and climate.
  - Strong understanding of curriculum, NJSLS and NJ graduation requirements
  - Extensive Experience with Danielson Teacher Evaluation Tool and Genesis SIS.
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## EDUCATION & CERTIFICATIONS

NJ EXCEL – Educational Leadership Program, 2013

Master of Arts, English – The College of New Jersey, 2006

Master of Arts in Teaching – The College of New Jersey, 1997

Bachelor of Arts, English – Trenton State College, 1995

- ☒ New Jersey Principal Standard Certificate
  - ☒ New Jersey Supervisor Standard Certificate
  - ☒ New Jersey Teacher of English
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## Instructional Leadership

- Increased AP offerings by 70%, increased AP enrollment by using data in the College Board AP Potential report to identify qualified students, and earned the AP Honor Roll designation.
- Analyzed multiple data points with the Assessment Committee to determine strengths and weaknesses in student performance and develop building goals to foster student growth.
- Collaborated to develop SOAR (Student Opportunities for Readiness and Achievement) the school's alternate program for disaffected students not on track to graduate. Presented program to County Superintendent for approval.
- Trained all new district staff each year on TESA (Teacher Expectations Student Achievement), an equity model that fosters relationships and student success.
- Chair of Ocean County Academy for Teaching and Learning that coordinated county curriculum writing
- Chaired the Ocean County Social Studies committee that wrote county curriculum K-12.
- Implemented multi-year roll out of block scheduling, in collaboration with local union and NJEA trainer. Established a steering committee and teacher-led sub committees to address critical topics, e.g., curriculum, professional development, scheduling, and evaluation.
- Expanded technology usage to include a 1:1 Chromebook initiative

- Increased NJGPA ELA passing rate from 29% to 73% in one year.
- Achieved a 96.8% graduation rate, 5.8 points higher than the state average.
- Instituted digital basic skills folders for each student using shared drives in Google. Process was adopted by the district for use in other schools.
- Developed the Roadmap to Learning in a Remote Environment which guided teachers through the transition to teaching in a synchronous, hybrid environment.
- Former Chair of District PD Committee, planning and implementing multiple professional development opportunities at all levels.

#### Personnel Management

- Supervised over 100 staff members. Conducted observations in all content areas, providing specific actionable feedback that fostered improvements in professional practice.
- Oversaw the new teacher induction program including summer orientation and monthly new teacher meetings. Created a yearly visitation day where new teachers observed 6-7 exceptional teachers from a variety of disciplines, grades and academic levels.
- Developed the master schedule to address the academic needs of students, professional needs of teachers, and special programming needs, within the constraints of facilities and the contract.
- Conducted interviews to hire teachers, support staff, and an administrator.
- Worked collaboratively with the Professional Development Committee to identify building goals and plan professional development opportunities throughout the year.
- Overhauled the ESL teacher schedule to maximize high-intensity instruction.
- Provided training on creating high-quality SGOs. Taught staff how to use multiple data sources to create tiered student groups. Reviewed and approved teacher SGOs.
- Created staff Google Classroom to streamline and increase communication.
- Revamped lesson plan submission process to utilize the staff Google Classroom, thus simplifying for both teachers and administrators. Process was adopted by other buildings in the district.

#### Culture and Safety

- Served on the School Improvement Panel (SciP), using school-level data and observation trends to identify and prioritize professional development needs.
- Provided clear guidance on safety and security and conducted monthly fire and safety drills, including ALICE. Collaborated with staff, administrators and security to identify reunification zones.
- Met with local, county, and state law enforcement and DOE representatives to assess security procedures.
- Created academic pep rallies to celebrate student achievement in the classroom.
- Presented on Restorative Practices at Connected Leadership Conference
- Initiated new communications to address changes to the school operations due to the pandemic, e.g., “What’s New for Students,” “What’s New for Parents,” “What’s New for Staff,” and “Day in the Life of a Hawk.”
- Used feedback from student and staff surveys to guide expansion of elective offerings.

#### Work History

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|------------------|--------------------------------------------------|
| 8/2013 – Present | Manchester Township High School: Vice Principal  |
| 9/1997 – 8/2013  | Manchester Township High School, English Teacher |
| 7/2002 – 5/2012  | Ocean County College, Adjunct English Department |

#### Professional Affiliations

- NJASCD – Central Associate Director
- ASCD
- NJPSA
- NASSP

## Presentations

- “Best Practices for Strengthening Gifted and Talented” – District Panel Presenting to NJ DOE
- TESA - Teacher Expectations Student Achievement – New district staff members (yearly)
- “Developing Student Voice” - New Jersey Writing Alliance Conference
- “Implementing NJ Tiered System of Support at the Secondary Level” – Breakout session at Ocean County Curriculum Supervisors of Instruction.
- "Making the Most of 85 Minutes - Or How to Make Block Work in Your Classroom"
- PESA - Parent Expectation Student Achievement – District parents
- "Using the QASI Method Across the Curriculum - Helping Students Navigate Constructed Responses" Ocean County Academy of Teaching and Learning
- “Close Reading and Annotation: Thinking with a Pen”
- "PD on the Go: Resilience and Grit"
- "Welcome to the Hawks Nest - Soaring into the New Year" - HS New Teacher Orientation
- "Google Tour Builder - Bringing the World to Your Classroom and Your Students to the World"
- "The Effects of School-based Attendance Interventions on Absenteeism and Student Success" – New Jersey Leaders to Leaders
- "Understanding the Common Core State Standards and PARCC" - Parent Advisory Group
- "MTHS School Performance Report Highlights"
- Presentation to the County Superintendent to present our alternative program for approval (SOAR - Student Opportunities for Achievement and Readiness)
- “Persuasive Writing Across the Curriculum”
- “Using Voxer for Professional Development and Networking”– Multiple EdCamps
- Many Board of Ed presentations including: New Course Proposals, Block Scheduling, Freshman Transition Program, Certificated Programs, Alternate Program Proposal

## Awards and Publications

- The College of New Jersey’s Outstanding Educator – 2010
- 9th Annual AP District Honor Roll (2018)
- Article “Oppression” published in *Encyclopedia of Themes in Literature*, Facts on File 2010
- “Edcamps – Professional Learning with Passionate Educators” (2018) – online blog
- “Host a Book Tasting for Teachers: Professional Learning Never Tasted So Good!” (2018) – online blog
- “Assistant Principal- Are you ready to take the leap?” (2018) – online blog

## Professional Development Activities

- NJASCD Central Associate Director - Collaborated to organize many PD opportunities including: Teacher Leadership, Professional Reflections, Early Childhood Education Panel, Facilitating Synchronous and Asynchronous Learning, Student Choice, Supporting Multilingual Learners
- Facilitated 2 multi-week virtual book chats through DisruptED TV for educators from across the US (*Lead with Culture; What Schools Could Be*).
- Organized 2 multi-week virtual book chats with district administrators (*Grit; Learning Transformed*)
- EDCamp Jersey Shore Organizing Committee
- Ocean County Academy of Teaching and Learning Chair – developed and oversaw multiple full-day professional development days for teachers across Ocean County
- Attended “Conversations with District Leaders: Building & Sustaining Racial Equity” – Public Consulting Group
- Attended “Breaking Bias: Lessons from the Amistad” – NJ Bar Training