

Susan Salucci



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OBJECTIVE

To obtain a senior level administrative position in a district office setting

EDUCATION & CREDENTIALS

- 2006 M.A. California Polytechnic University, San Luis Obispo (*with Distinction*)
Educational Leadership and Administration
- 2007 California Administrative Second Tier Credential
- 2017 Association of California School Administrators Personnel Academy
- 2016 Association of California School Administrators School Business Academy
- 2000 ELD/SDAIE Certificate of Completion
- 1992 Professional Clear Multiple Subject Credential
- 1986 B.A. University of California, Santa Barbara (*with Honors*)
Communication Studies

EXPERIENCE

2017-Present Orcutt Union School District

Assistant Superintendent, Human Resources

- Serves as a member of the Superintendent's cabinet.
- Plans, coordinates, controls and administers the human resource activities of the district in accordance with Board policies, established practices and procedures, state and federal law.
- Oversees student enrollment department and plans for pupil projections.
- Serves as custodian of records for student and employee records.
- Works with the Superintendent and senior management in implementing the Board's adopted strategic plan and in articulating a vision for the district's program.
- Serves as lead negotiator for certificated and classified bargaining units.
- Assists with responses to complaints generated by parents, staff, and the public at large; conducts personnel investigations; responds to uniform complaints.
- Oversees the District's staff recruitment and retention efforts.
- Provides leadership, management, supervision, and direction to assigned management, professional and support staff, and consultants; coordinates and arranges for appropriate training of assigned staff.
- Plays a significant leadership role in fostering professional growth and

building of staff morale throughout the district.

- Communicates updates to the district's administrative staff on Board policies, changes in the collective bargaining agreements, and updates on legislation and Education Code.
- Prepares and implements policies, procedures, and practices and interprets policies and practices for the Board, staff, and community under the direction of the Superintendent.

2015-2017 Pine Grove Elementary School Orcutt, CA

2010-2015 Orcutt Junior High School Orcutt, CA

Principal

- Provide instructional leadership to site faculty and staff.
- Organize site professional development for staff.
- Institute PLC and RTI protocols to provide success for all students.
- Facilitate effective school site communication with staff, district and community.
- Facilitate and oversee site athletic programs.
- Ensure adherence to school board policies and regulations at the school site.
- Create and maintain Safety Plan for the site (including drills, disaster plan and individual child safety protocols).
- Facilitate and manage site programs including: SSC, PTSA/PTA, AVID, ELD, 504 and special education.
- Provide educational leadership to teaching and classified staff through district evaluation and observation process.
- Administer and oversee discipline for all students according to the CA Educational Code and site discipline matrix.
- Manage all program budgets for the school site

2007-2010 Vandenberg Middle School

Lompoc, CA

Assistant Principal

- Create and maintain Safety Plan for the site (including drills, disaster plan and individual child safety protocols).
- Facilitate and manage site programs including: BEST, AVID, and 504 and campus beautification.
- Provide educational leadership to teaching staff through district evaluation and observation process.
- Administer and oversee discipline for all students according to the CA Educational Code and site discipline matrix.
- Create and update Faculty and Student handbooks.
- Facilitate Individual Educational Program(IEP), 504, and Student Study Team (SST) meetings.

2006-2007 Vandenberg Middle School

Lompoc, CA

Administrative Dean

- Administer discipline to students according to the CA Educational Code and site discipline matrix.
- Provide educational leadership to teaching staff through district evaluation and observation process.
- Cultivate and manage the site English Language Advisory Council (ELAC).
- Facilitate Individual Educational Program (IEP) and Student Study Team (SST) meetings.

2006-Present California Polytechnic State University S.L.O., CA

Educational Leadership and Administration Lecturer

Administrative Credential Fieldwork Coordinator

- Taught courses in organizational management, administrative decision-making, and action research.
- Monitor and assess student work in educational research.
- Provide support to administrative fieldwork students in the Educational Leadership and Administration program.
- Monitor and assess student progress through fieldwork logs, written work, and site visits.

1992 - 2006 Vandenberg Middle School

Lompoc, CA

7th Grade English and Reading Teacher (1992-1993)

8th Grade English teacher (1993-2006)

6, 7, & 8 Grade English Language Development Teacher (2006-2007)

- Deliver CA standards-based English curriculum to all students
- Monitor and assess student work in the form of essays, tests, projects, and portfolios.
- Write and revise 8th grade pacing calendar on a semester basis.
- Deliver CA English Language Development (ELD) standards-based curriculum to ELD students.
- Monitor and assess student progress in the form of standards-based writing, tests, and projects.

2000-2006 Vandenberg Middle School

Lompoc, CA

English Department Chairperson

- Established continuity in the instructional program through grade-level pacing calendars.
- Implemented spelling program for sixth, seventh, and eighth grade.

- Provide instructional leadership, coaching, and support for all language arts department teachers.
- Manage English department budget.

SELECTED LEADERSHIP ACTIVITIES

- RTI Task Force Coordinator (2015-Present)
- District Negotiations Team (2013-Present)
- Site AVID Administrator (2007-2010)
- Facilitator for English Language Advisory Council (2006-2007)
- English –Language Arts Department chairperson (2000-2006)
- Site Leadership Team (1997-2017)
- Chairperson, Faculty Advisory Committee (1996-2000)
- California School Leadership Academy (1997-2000)
- District Standards Committee (1997-1999)
- Co-authored successful California Distinguished School Application (1999) (2013)
- Girsch Tolerance Award (1999)

REFERENCES

Mrs. Suzanne Nicastro
Principal

Manzanita Elementary School
Mountain View Boulevard
(805) 588-2423

Dr. George Petersen
Founding Dean
School of Education

Clemson University
Clemson. SC 29634
(805) 215-9487

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