

## Debra Moore Washington

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EDUCATION: 1971 to 1975 Stanford University B.A.  
1975 to 1976 Stanford University M.A., Education  
1976 to 1986 Postgraduate Units 100+  
1984 to 1986 Cal State, Hayward Administrative Credential

CREDENTIALS: Ryan Single Subject Teaching  
Fisher Standard Secondary Teaching  
Administrative Services

CERTIFICATES: Human Resource Management Cal State, Hayward  
Labor Relations Academy V CALPERLA  
Personnel Academy ACSA  
International Institute for Leadership in Assessment & Accountability,  
Center for Performance Assessment  
Interest Based Bargaining CFIER  
California School Leadership Academy  
McGrath SUCCEED. System

EXPERIENCE: 1999-Present – Assistant Superintendent, Human Resources & Professional Development  
Manages all certificated and classified human resources functions including staffing, monitoring of credentials and licensing, recruitment, selection and hiring of personnel. Responsible for staffing a workforce of over 800 certificated and classified employees. Chief negotiator of contracts with four bargaining units (certificated and classified). Develops salary schedules and monitors placement/advancement. Coordinates and monitors the District's evaluation procedures including the development and ongoing review of performance standards and evaluation procedures for all staff. Interprets and applies Education Code, Board Policy, school law and administrative regulations. Administers employee benefits program staff transfers, sabbaticals and leaves. Provides assistance to supervisory and management staff in handling disciplinary actions, non-reelection and termination processes. Responsible for grievance, health and welfare, and risk management. Administers employee reward and recognition program, contracts, creates and maintains policies and procedures, and administers Peer Assistance and Review Program, oversees Human Relations and Parent Involvement coordination. Trainer/facilitator for employee intervention programs.

### 1995-1999 – Director Instructional Support and Student Assessment

Administers curriculum, instruction and assessment programs district wide. Works with staff on the alignment of curriculum instruction and assessment. Facilitates development and adoption of content and performance standards including rubrics. Prepares data for Board of Trustees on student achievement and site accountability. Designs multiple measures for accountability and policies for graduation proficiency. Administers the STAR testing program and coordinates reports to parents. Prepares the SARC report. Conducts annual parent, staff and student surveys and monitors evaluation sections of School Site Plans. Participates on state, county and ACSA committees for curriculum, instruction, standards and assessment and School-to-Career. Coordinates articulation with the district's feeder districts and manages the freshman transition and academic support projects. Performs leadership role in strategic planning and educational reform. Interacts with board members and community

agencies on school related issues. Directs School-to-Career plan for district. Member of Superintendent's Cabinet

1992-1992 – Director of State and Federal Programs

1992-1995 – Principal/Administrator of Summer School

Served as Director of Categorical Programs including Chapter I/Title 1, LEP, Migrant Ed, Chapter II/Title VI, Eisenhower, EIA, SB 1882 and goals 2000. Managed budgets and administered the coordinated Compliance Review and Consolidated Application. Monitored annual evaluation of categorical programs. Served on executive board and as facilitator for California School Leadership Academy.

Set up and administered summer school program including hiring, course selection and supervision of teachers and administrative staff. Served as Principal. Co-chair of Curriculum and Instruction Leadership Network. Member of Superintendent's Cabinet.

1988-95 – Director, Human Relations and Staff Development

1986-87 – Interim Director, Human Relations and Staff Development

Administered all staff development and human relations work for the department. Organized workshops, in service trainings, and conferences for certificated, classified, and administrative personnel. Coordinated multicultural education, freshman transition, and academic support projects. Chaired Human Relations Evaluation Commission. Responsible for Mentor Teacher and CTIP programs and member of Superintendent's Cabinet. Staff development trainer in the areas of TESA, Taking Charge of Change, Learning Styles, Self-Esteem, and Cooperative Learning. Initiated and institutionalized the Target Success Parent Involvement Program.

1987-88 – Director of Student Activities, Carlmont High School

Site manager in charge of student activities including clubs, student government and graduation ceremony. Member of site administration.

1986-87 – Interim Director, Human Relations and Staff Development

1985-86 – Administrative Intern, Sequoia District

Responsible for organizing all classified staff development. Other tasks included chairing meetings and workshops in the director's absence, proposal and grant writing, networking on committees throughout the county, and general department organization.

1985-86 – Math Instructor, Woodside High School

Teacher of Algebra and Pre-Algebra. Initiated the Computer-Assisted Mathematics Program for Algebra classes. Recipient of two consecutive CTIP awards. Outstanding evaluations. Implemented and organized district-wide cultural events including the International Food Festival and Show. Planned and facilitated the 1985 and 1994 U.B.S.C. conventions. Member of U.B.S.C. executive board.

1981-82 – Rancho Arroyo/Ochoa Middle School

Teacher of Mathematics

1977-81 – Instructor, Title 1 Coordinator – Oceana/Serramonte High School

Teacher of English, Mathematics and Social Studies. Organized and directed government-funded program for Oceana High School. Duties included proposal writing budget appropriations, personnel management, data analysis, and program evaluation. Served as Career Education Counselor. Contacted business executives for work with community

programs; placed students in jobs; taught job survival skills; worked summers for Ravenswood School District and NCAA Vocational Training Camps.

1976-77 – Instructor, Olive Vista Junior High School

Teacher of English and Social Studies. Served as Human Relations Coordinator and Employee Relations Liaison in Los Angeles Unified School District.

COMMITTEES: Chair, Staff Development Committee  
Curriculum and Instruction Leadership Network  
Activities Directors Student Leadership Committee  
CBEST Review Committee  
Chair, Academic Support Committee  
San Mateo County Staff Development Network Advisory Committee  
Executive Advisory Board, MESA  
Executive Advisory Board, U.B.S.U.C.  
San Mateo County Educational Funding Consortium  
CSLA Senior Associate and Trainer  
Facilitator – School Leadership Team Network  
Member San Mateo County Steering Committee – School-to-Career  
Graduate ACSA Curriculum Academy  
New Haven Unified School District SCPC

PERSONAL: Has the ability to direct and inspire individuals to appointed goals; cares about and works well with groups; possesses excellent organization, facilitation and communication skills; able to accept and meet a challenge.