



MCPHERSON#JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

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Norwood School District
Norwood, Colorado

APPLICATION SUMMARY

FOR

Mr. Todd A Bittner

Record of Professional Education:

Degrees: Undergraduate: Liberal Arts/Science
Masters: Criminal Justice
Specialists: Educational Leadership
Doctorate:

Institutions:

- * West Chester University: West Chester, Pennsylvania - Liberal Studies, Bachelor of Science (12/1987)
- * University of Cincinnati: Cincinnati - Master of Science (08/2005)
- * University of Colorado: Denver, Colorado - Ed.S. (08/2017)

Record of Professional Experience:

- * K12 Digital Administrator/High School Principal - Pinnacle Charter School: Federal Heights, Colorado (06/2013 - 07/2021)
- * Athletic Director/Assistant Principal - East Grand School District: Granby, Colorado (07/2011 - 06/2013)
- * High School Principal/K12 Dean/Alternative School Director - West Grand School District: Kremmling, Colorado (07/2005 - 07/2011)

Summary completed: February 2021

Todd Bittner
Norwood School District, Norwood, CO - Superintendent (87)

8351 W. 51st Ave
Arvada, CO 80002
bittnert@me.com

COVER LETTER

Cover Letter

Please type your personalized cover letter here.

Cover Letter

January 15, 2021

**Norwood School District
1225 Summit St.
Norwood, CO 81423**

Re: Superintendent position

Dear Board of Education

Upon discovering Norwood School District's open Superintendent position, I am writing to apply. With over 15 years of experience in public school administration at the Principal and Assistant Principal level, I am excited for the next step in my career progression.

With proven strengths in team building, staff engagement, and culture development, I offer a track record of leading schools to exceed their goals. I am confident that my compassion, motivational leadership, and belief in the ability of others to succeed will help me lead Norwood School District in creating an educational environment in which students can realize their dreams. In particular, I am drawn to Norwood because of my experience in the West Grand School located in Kremmling, CO. Like Norwood, Kremmling is not far from a resort town yet remains a rural, family-based community. I enjoyed being an integral part of a small mountain town and would love to have the opportunity to do so again.

As you will see in my attached resume, my skills and abilities closely match your needs in a Superintendent:

- **Passion for Education:** In my early education career, I worked as a teacher and was pleasantly surprised to find that my approach helped me quickly build rapport with the kids. I loved seeing their excitement for learning and empowering them in their academic and social successes. My ability to help students see how their actions impact others and develop a commitment to their own success has led to exceptional performance across all areas.
- **Collaborative Leadership:** I am driven by collaboration, team building, and co-creation of positive school climates. I am proud to have led many exceptional teachers to drive student assessment scores and attendance records. I believe in the tenants of servant leadership and that my teachers have the best ideas for serving students.
- **Communication and Community Engagement:** I am constantly committed to giving back to society. I believe in kindness, accountability, generosity, and self-awareness above all else, and I work hard to instill these values in the teams I lead. As an educator and administrator in both rural and urban environments, I have always involved myself in community initiatives as I believe it is important for members of a community to know who is teaching and guiding their children.
- **Innovative Problem Solving:** The COVID19 pandemic has provided me with one of my biggest opportunities in academic innovation. As I have a physical disability, my at-risk status necessitated working from home. I took on a role as the Interim Director of Digital Learning where I built the K-12 online learning platform from the ground up.

I look forward to speaking with you further about Norwood School District's Superintendent position and how I can help the district continue to effectively support its students and the community at large. Please do not hesitate to contact me at 970-531-1569 or bittnert@me.com with any questions or to set up an interview.

Thank you in advance for your time and consideration.

Sincerely,

Todd Bittner

PERSONAL DATA

Personal Data

| | | | |
|--|--|-----------------------|---------------------|
| <i>How did you hear about this position?</i> | McPherson & Jacobson LinkedIn | <i>Title</i> | Mr. |
| <i>First Name</i> | Todd | <i>Middle Initial</i> | A |
| <i>Last Name</i> | Bittner | <i>Suffix</i> | Ed.S. |
| <i>Email</i> | bittnert@me.com | <i>Primary Phone</i> | 970-531-1569 |
| <i>Alternate Phone</i> | 720-768-9212 | | |

PERSONAL INFORMATION

Present Address

| | | | |
|---------------|-------------------------|-----------------------------|---------------|
| <i>Street</i> | 8351 W. 51st Ave | <i>City</i> | Arvada |
| <i>State</i> | Colorado | <i>Zip Code/Postal Code</i> | 80002 |

Permanent Address

(If different from Present Address)

| | |
|---------------|-----------------------------|
| <i>Street</i> | <i>City</i> |
| <i>State</i> | <i>Zip Code/Postal Code</i> |

Work Authorization

Are you legally able to work in the U.S.? **Yes**

EDUCATION

Undergraduate Institution #1

| | | | |
|----------------------------------|-------------------------------|------------------------------|---------------------------------------|
| <i>Type of School</i> | College/University | <i>Name of School</i> | Other: West Chester University |
| <i>City</i> | West Chester | <i>State</i> | Pennsylvania |
| <i>Attended From (mm/yyyy)</i> | 08/1983 | <i>Attended To (mm/yyyy)</i> | 12/1987 |
| <i>Graduation Date (mm/yyyy)</i> | 12/1987 | <i>Degree</i> | Bachelor of Science |
| <i>Subject</i> | Other: Liberal Studies | | |

Undergraduate Institution #2

| | |
|------------------------------|--------------------------|
| Type of School | Name of School |
| City | State |
| Attended From (mm/yyyy) | Attended To (mm/yyyy) |
| Graduation Date (mm/yyyy) | Degree |
| Subject | |

Undergraduate Institution #3

| | |
|------------------------------|--------------------------|
| Type of School | Name of School |
| City | State |
| Attended From (mm/yyyy) | Attended To (mm/yyyy) |
| Graduation Date (mm/yyyy) | Degree |
| Subject | |

Graduate Institution #1

| | | | |
|------------------------------|--|------------|--------------------------|
| Name of School | Other: University of Cincinnati | City/State | Cincinnati |
| Graduation Date (mm/yyyy) | 08/2005 | Degree | Master of Science |

Graduate Institution #2

| | | | |
|------------------------------|-------------------------------|------------|-------------------------|
| Name of School | University of Colorado | City/State | Denver, Colorado |
| Graduation Date (mm/yyyy) | 08/2017 | Degree | Other: Ed.S. |

Major/Course of Study

| | | | |
|---------------|-------------------------------|-------------------|-------------------------|
| Undergraduate | Liberal Arts/Science | Master's | Criminal Justice |
| Specialist's | Educational Leadership | Doctorate | |
| Publications | | Activities/Honors | |

EXPERIENCE

Current Employment

| | | | |
|-------------------------------------|--------------------------------|-------------------------|--|
| <i>Employer Name</i> | Pinnacle Charter School | <i>From (mm/yyyy)</i> | 06/2013 |
| <i>To (mm/yyyy)</i> | 07/2021 | <i>Assignment</i> | K12 Digital Administrator/High School Principal |
| <i>Reason For Leaving</i> | Still Employed | <i>Supervisor Name</i> | Josh Cochran |
| <i>Supervisor Phone Number</i> | 303-450-3985 | <i>Supervisor Email</i> | josh.cochran@plnnaclecharterschool.org |
| <i>Employer City</i> | Federal Heights | <i>Employer State</i> | Colorado |
| <i>May we Contact this Employer</i> | Yes | | |

Professional Experience #2

| | | | |
|-------------------------------------|--|-------------------------|--|
| <i>Employer Name</i> | East Grand School District | <i>From (mm/yyyy)</i> | 07/2011 |
| <i>To (mm/yyyy)</i> | 06/2013 | <i>Assignment</i> | Athletic Director/Assistant Principal |
| <i>Reason For Leaving</i> | Moved to Denver to gain experience in urban school district | <i>Supervisor Name</i> | Scott Eldred |
| <i>Supervisor Phone Number</i> | 9708872104 | <i>Supervisor Email</i> | seldred@egsd.org |
| <i>Employer City</i> | Granby | <i>Employer State</i> | Colorado |
| <i>May we Contact this Employer</i> | Yes | | |

Professional Experience #3

| | | | |
|-------------------------------------|---|-------------------------|---|
| <i>Employer Name</i> | West Grand School District | <i>From (mm/yyyy)</i> | 07/2005 |
| <i>To (mm/yyyy)</i> | 07/2011 | <i>Assignment</i> | High School Principal/K12 Dean/Alternative School Director |
| <i>Reason For Leaving</i> | To gain experience in larger district to become a better administrator | <i>Supervisor Name</i> | Jeff Perry |
| <i>Supervisor Phone Number</i> | 276-328-8017 | <i>Supervisor Email</i> | jperry@wlse.k12.va.us |
| <i>Employer City</i> | Kremmling | <i>Employer State</i> | Colorado |
| <i>May we Contact this Employer</i> | Yes | | |

Professional Experience #4

| | | | |
|-------------------------------------|--|-------------------------|--|
| <i>Employer Name</i> | | <i>From (mm/yyyy)</i> | |
| <i>To (mm/yyyy)</i> | | <i>Assignment</i> | |
| <i>Reason For Leaving</i> | | <i>Supervisor Name</i> | |
| <i>Supervisor Phone Number</i> | | <i>Supervisor Email</i> | |
| <i>Employer City</i> | | <i>Employer State</i> | |
| <i>May we Contact this Employer</i> | | | |

Experience Summary

Years of administrative experience 15

DISCLOSURES

Disclosures

| | | |
|---|-----------------------------------|-----------|
| Contract Status | Are you currently under contract? | No |
| If Yes, When does it expire? | Superintendent Certification | |
| Do you have a Superintendent Endorsement for the state represented by the position listed on this Application Form? | | |
| Yes | | |

ATTACHMENTS

Attachments

Resume
Transcript
Other



BACKGROUND INFORMATION

Legal Information

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 convicted of a violation of law other than a minor traffic violation? **No**

If yes, please explain

Have you been convicted of any offense for physical **No**

*or sexual abuse of a
child?*

If yes, please explain

*Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the
employment of another school district?*

No

If yes, please give the name of the district, the date and the reason for the resignation or termination

Background

Have you ever been placed on leave by your employer for any alleged misconduct? **No**

If yes, explain.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results.

Yes

Indicate you have read and agree to these terms by placing both your INITIALS and DATE in the text box.

TAB 01/25/2021

NORWOOD SCHOOL DISTRICT, COLORADO - CRITERIA

Norwood School District, Colorado - Criteria

Please describe your strengths and abilities as it relates to the listed criteria.

The Norwood School District, Norwood, Colorado, Board of Education, is seeking a highly qualified and fully certified Superintendent with the following desired characteristics:

- *Leadership: A collaborative leader who works to keep the momentum of the district going with a strategic focus. A team player who seeks to understand the current workings of the district and works with staff strengths. A leader with site leadership experience. A humble, competent, confident leader who always seeks to understand the people they serve. A leader who loves the rural community and is willing to live in the community for the long term.*
- *Educator: An inspirational leader with classroom experience and prior principal experience. An instructional leader who has an appetite to learn. A leader who will listen to the staff while shaping a curriculum focus.*
- *Communication: A leader who listens to everyone impacted by a decision before deciding. A person who is willing to be the "Face" of the district. A person who wants to be present in the Norwood community. A person who writes, speaks, and reads on a professional level. A person who values the presence of others.*
- *Innovator: A person who thinks outside of the box. A leader who loves research and will keep what is working and build a system of improvement throughout the district. A leader who treasures diversity as a base for learning.*

As a leader in both rural and urban communities I have a unique perspective on the need to collaborate with staff to help great a solid foundation for the organization. I spent 21 years working in Grand County Colorado and during that time I created several life long professional relations with community leaders. These relationships were built one by earning the trust and respect of the community stakeholders through honesty and hard work. Creating partnerships with your community is the greatest strength of Colorado rural communities. I look forward to returning to my rural educational roots to forge strong relationships with a forward thinking rural community.

As a former member of the United States Disabled Ski Team I have spent a lifetime educating communities on overcoming obstacles. I started teaching while I was a student at West Chester University. I was asked to provide curriculum and instruction in the area of adaptive education for future P.E. teachers. The experience humbled me by challenging my ability to connect with teachers, professors and students. I am driven to

working with staff that are passionate about their subject matter and students. Educators are a rare commodity in community and are not utilized nearly enough to help chart the course of a school district.

As the high school principal at West Grand High School I was frequently asked to represent the amazing Kremmling community at statewide events. There is no greater pleasure than to be placed in the position to represent small communities at the local, regional and state level. Frequently, the needs of our smaller communities are left without a voice. I relish the opportunity to represent the San Miguel Valley and the Norwood School District.

The year 2020 created an environment for those individuals that thrive at innovative thinking and creative problem solving. I have had the opportunity during the 2020-2021 school year to create a learning environment that addresses the needs of 2000 Title I students without losing achievement progress from prior years. This challenge involved using solid in-person strategies, while making sure that the online curriculum was accessible and challenging. I have been fortunate to be placed in this situation in other school districts with solid results. My life has been a testimony of creating innovative solutions to complex problems.

DISCLAIMERS AND AFFIRMATION

District Policy

McPherson & Jacobson, L.L.C. and the client we represent are an Equal Opportunity Employer. McPherson & Jacobson, L.L.C. ensures equal employment opportunities regardless of race, creed, gender; color, national origin, religion, age, sexual orientation, or disability. McPherson & Jacobson, L.L.C. has a policy of active recruitment of qualified minority applicants. Any individual needing assistance in making application for any opening should contact McPherson & Jacobson, L.L.C.

Application Confirmation Statement

I certify that the information provided herein is true and complete to the best of my knowledge. Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current and former employers and/or law enforcement personnel upon inquiry under this application.

I agree to the terms **Affirm**
above

Initials **TAB**

Affirmation Date **01/25/2021**

Todd Bittner, Ed.S.

Denver, CO | 970-531-1569 | tbittnert@me.com

EDUCATION DIRECTOR

Loyal, compassionate, and motivating Education Director with over 20 years of experience working with students in both rural and urban communities. Passionate about helping students and staff to achieve their dreams through effective goal setting, realistic expectations, personal accountability, and a love of learning. A strong executive leader offering a track record of exceeding organizational objectives by empowering teachers and staff and instilling a culture of respect. *Highlights include:*

- o Consistent history of driving academic achievement, assessment growth, student attendance, and graduation rates in rural, suburban, and urban communities
- o Proven success building positive school culture
- o Excellent motivation skills to help students set realistic goals
- o Collaborative approach to team building and empowerment
- o Over 20 years of motivational speaking and presenting experience

SKILLS SUMMARY

| | | |
|---------------------------|------------------------------------|---------------------------|
| Strategic Planning | Cross-Functional Team Management | Creative Problem Solving |
| Program Development | Staff Coaching and Mentoring | Culture Development |
| Operations Management | Professional Development | Stakeholder Relationships |
| Setting Performance Goals | Budgeting and Financial Management | Community Engagement |
| Evaluation and Assessment | Policy Development | Public Speaking Skills |

CAREER PROGRESSION

Principal | Interim Director of Digital Learning and Engagement

2013-Present

The Pinnacle High School-Federal Heights, CO

Pinnacle High School is one of Denver's largest charter schools and serves a population of 2100 students with 75% free or reduced-lunch population with 72% Hispanic students.

- Foster a dedication to learning, self-awareness, personal accountability, and positive self-esteem in students to promote academic achievements.
- Communicate with staff, parents, and students about goals, successes, and struggles to individualize student education.
- Provide teachers with assessment data and strategies to adjust curricula to meet student needs.
- Manage digital learning and a team of 15 teachers providing remote learning options during the COVID19 pandemic.
- Ensure quality of online learning by providing staff with resources, student information, and adequate time to commit to digital learning activities.
- Manage facilities and operating budgets; serve on the school's finance committee.

Key Achievements:

- o Created the K-12 digital learning program from the ground up to support 700 students in at-home learning.
- o Increased ACT scores 7% between 2013 and 2018, ranking the highest in the region for improvements.
- o Achieved 96%+ graduation rates by implementing a student-focused ideology and promoting achievement.

Assistant Principal | Activities Director

2011-2013

Middle Park High School-Granby, CO

Partnered with the Principal to create a climate of achievement by implementing programs and initiatives that empowered staff and students. Supported activities related to state-mandated assessment scores, academic performance, and staff engagement.

- Spearheaded professional development opportunities to drive teacher performance and effectiveness.
- Built cohesion among education teams and obtained buy-in to implement new initiatives.
- Coordinated class orientation programs to aid in student transition from one class year to the next.
- Enforced school policies and educated students on the impacts of their behavior on the entire school.
- Fostered and maintained strong relationships with parents and the community.
- Served on the school's finance committee and participated in budgeting activities.

Key Achievements:

- o Increased graduation rates to over 98% by instilling accountability and ownership in students.
- o Established a post-season feedback system between parents and athletic programs to improve quality of coaching.

Principal

2005-2011

West Grand High School/West Grand School District-Kremmling, CO

Designed, implemented, and led strategic initiatives to drive performance turnaround, exceeding expectations for student attendance, assessment scores, graduation rates, school climate, and teacher engagement

- Managed school operations, including curriculum development, student performance, safety, staffing, and administrative activities.
- Defined school goals and set policies to empower staff members in driving student achievement.
- Implemented assessments that provided teachers with data for each student, allowing for evaluation of individual student needs and appropriate curriculum adjustments.
- Supported staff in implementing intervention strategies to support at-risk and marginal students.
- Managed facilities and operating budgets; served on the finance committee.
- Fostered communication and collaboration between teachers, educational support staff, and parents to ensure a cohesive approach to education.
- Restructured the school eligibility policy to include intervention strategies.

Key Achievements:

- o Created a professional development program focused on improving remediation services for at-risk students.
- o Developed and implemented an advisor/advisee program to promote student accountability and ownership for assessment performance through realistic goal setting.
- o Established Apple Network support for the school district.

Juvenile Diversion Coordinator

1997-2005

14th Judicial District Attorney's Office-Hot Sulphur Springs, CO

Provided mentoring, motivation, and case management services to juvenile offenders ages 10 to 17 from diverse backgrounds.

- Led departmental turnaround to repair damaged relationships with local juvenile law enforcement teams.
- Utilized a nonjudgmental approach to help youth understand the consequences of their actions.
- Oversaw juvenile community service opportunities for Grand County.
- Developed and implemented the Grand County Youth Services Council and a Crisis Response Team.

Key Achievement:

- o Counseled and supported youth to achieve less than 3% recidivism rate for first-time offenders and less than 10% for second-time offenders.

ADDITIONAL EXPERIENCE

Ambassador

National Sport Center for the Disabled (NSCD)

While training for the US Disabled Alpine Ski Team, represented the NSCD at events. Served as the face of the organization to promote the ski team and increase the organization's awareness.

- Attended organization meetings and public events to speak on behalf of the NSCD, accept donations, and manage overall public relations.
- Raced as a sponsored member of the ski team.

EDUCATION AND DEVELOPMENT

Educational Specialist (Ed.S.) Degree | Leadership Certificate: University of Colorado-Denver, CO

Master of Science in Criminal Justice: University of Cincinnati-Cincinnati, OH

Bachelor of Science in Liberal Studies: West Chester University-West Chester, PA

CREDENTIALS AND AFFILIATIONS

- Colorado Administrator/Superintendent License | Colorado Principal License
- Member, National Association of Secondary School Principals