

NOEL LOUIS MALOOF

OBJECTIVE

To utilize my experience and expertise as a district leader in the areas of instruction, operations, finance, curriculum development, community relations, and professional learning to positively impact the school system and community as the Superintendent of Schools.

EDUCATION WORK EXPERIENCE

- **Chief Operating Officer/ Executive Director of Operations, CSD** (2015-present)
Dr. David Dude, Superintendent
- **Principal, Decatur High School** (2014-2015)
Dr. Phyllis Edwards, Superintendent
- **Principal, Dunwoody High School** (2012-2014)
Mrs. Cynthia Bricton, Regional Superintendent
- **Principal, Vanderlyn Elementary School** (2008-2012)
2011 School of Excellence in Academic Achievement
Mr. Terry Segovis, Area Assistant Superintendent
- **Assistant Principal of Instruction, Dunwoody High School** (2005-2008)
Ms. Stacy Stepney, Principal
- **Assistant Principal, DeKalb Alternative School** (2003-2005)
Mr. Jeremiah James
- **English Teacher, DeKalb Alternative School** (1997-2003)
Mrs. Eunice Meadows, Principal
- **Instructor of Outdoor Education, Westminster Schools** (1995-1997)
Mr. Don Snyder, Director

ADMINISTRATIVE AND INSTRUCTIONAL LEADERSHIP EXPERIENCE

- **Instructional leader** - departmental and organizational planning for improvement, instructional leadership, CCRPI monitoring, support for advanced academics and career readiness, implementation and oversight of the International Baccalaureate Programme.
- **Operational Leadership** – facilitates management, project and construction management, monitoring and planning for emergency preparedness, safety and security, school nutrition, transportation management, facilities and custodial services, staff support, human capital management, and technology management.
- **Finance and Budgeting**- understands and manages district budgets, Capital Construction budgets, SPLOST revenues, General Obligations Bonds, financial audits, procurement, and contract negotiations
- **Instructional supervision** - formal and informal supervision using Georgia Department of Education evaluation models, curriculum design, implementation of instructional framework, development for teachers, planning and administration of national standardized testing.
- **Scheduling, staffing and funding** - monitor and facilitate FTE, facilities and CPI reporting, master schedule building, teacher certification, PQ/ESSA compliance, and the hiring process.
- **School Improvement** collect, tabulate, and analyze instructional data to assess and

plan for school improvement.

- **Facilities and maintenance**- supervise and monitor facilities and lifecycle planning. supervise skilled trade and general maintenance staff, manage budgets and workflow including responsive repair and emergency work, supervise and train custodians and facilities service workers.
- **Construction**- program and construction management, budget management including SPLOST, General Capital and Bond monies, management of competitive solicitation processes and long range capital planning.
- **Athletics and Extra Curricular Activities** - monitor and supervise athletic programs to ensure programs are in compliance with GHSA expectations and rules, development of coaching staff and support for student athletes, support and development of Fine Arts and other extra curricular activities for all students.
- **Food service and nutrition supervision** - monitor daily operations, work with kitchen staff, develop school nutrition objectives, monitor compliance and customer reports. Monitor and promote Farm to School Program and District Wellness Plan.
- **Transportation**- transportation management including routing, fleet management and personnel training.
- **School Safety and Emergency Response**- monitor and coordinate school safety training, facility safety upgrades, district wide emergency response. Develop and maintain working relationships with outside agencies for emergency response and preparedness.

TECHNICAL SKILLS

- District level leadership-COO
- System-wide instructional leadership
- Finance and budgeting management
- Analyzing and utilizing data to plan for strategic planning and school improvement
- Developing, extending, and maintaining positive community relations and customer service
- Long range facility planning
- Strategic Planning
- Operational management and building maintenance
- Human capital management
- School nutrition management and oversight
- Transportation and fleet management
- Emergency and crisis management
- School Safety and Security supervision and management
- Instructional technology supervision and management
- Leading school and district level improvement teams for self-assessment, and the development of a school improvement plan
- Facilitating teacher development
- Planning and implementing effective staffing, scheduling, to maximizing funding
- Developing and implementing prevention/intervention and positive discipline models
- Communication and community engagement

EDUCATION AND CERTIFICATION

2000-2002, State University of West Georgia Carrollton, GA

- **Master of Education in Administration and Supervision**

- Graduate of the DeKalb County School System and State University of West Georgia Leadership Cohort
- 4.0 GPA

1989-1997, Georgia State University Atlanta, GA

- **Bachelor of Arts in English**

- *Minor- Education*
- 2.89 GPA
- Dean's List
- Faculty Scholar

Certified in the following areas:

- Educational Leadership K-12
- English/Language Arts 7-12

Eagle Scout May, 1986
