

## ~ PROFESSIONAL RESUME ~

**Sean R. Tartt, Ed.D.**

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### Professional Summary

Education Administrator specializing in leadership, instructional planning, data analysis, school/district operations, school improvement, and executive coaching. Highly skilled and accomplished instructional, operational, and environmental leader with proven expertise in disaggregating school/district data to maximize instructional opportunities for students and improve competencies of staff. Excellent leadership, presentation, communication, computer, and analytical skills. An innovative leader and resourceful team player committed to the development of students and staff on multiple levels.

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### Professional Strengths

Continuous Improvement Planning	Process Improvements
Climate Improvement	TKES/LKES Monitoring Support
Data Analysis	Organizational Effectiveness
Testing and Assessments	District Cluster Building
School/Regional/District Operations & Logistics	Response to Intervention
Teacher/Administrator Professional Development	Performance Evaluation
Conflict Resolution & Crisis Management	Principal Professional Development
Team Building & Coaching	Parent and Community Relations

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### Professional Experience

<b>District Administrator, Curriculum &amp; Instruction</b>	<b>2023 –Present</b>
<b>Region III Superintendent</b>	<b>2018 – 2023</b>
<b>DeKalb County</b>	<b>Stone Mountain, GA</b>

- Collaborates with divisions, departments, and schools to design and build out the Superintendent’s vision for Academic Skills Centers, Advancement Via Individual Determination (AVID), Student Success Skills Showcase, special programs, and instructional initiatives
- Collaborates with divisions and departments to support Horizon schools
- Partners with the MTSS district-level coordinators to develop the framework for progress monitoring for the Academic Skills Centers
- Supervised 17 schools with over 14,000 students inclusive of elementary, middle, and high schools
- Supervised members of the micro cabinet that include facilities, transportation, professional learning facilitators, and instructional technology
- Managed all local school, region, and ESSER/CARES budgets to ensure compliance
- Served as a contributing member of the Superintendent’s Senior Cabinet
- Serves as the liaison between the DeKalb County Commissioners and DeKalb County School District for community engagement projects during Christmas
- Served as the Regional liaison for Operations and Curriculum and Instruction
- Served as a key member of the Superintendent’s Redistricting/SPLOST, Summer Leadership, Leadership Development Planning Committees

- Led 2 of 4 (50%) Region 3 high schools to increased graduation rates in 22-23 and one site above 98%
- Led 14 of 17 (82%) Region 3 schools to no designation on any state improvement list
- Facilitated 2 of 3 schools being removed from the state's school improvement list in 21-22
- Decreased discipline incidents by 732 incidents in the first semester of 18-19
- Increased high school graduation rates of four high schools within the region in a single year and led the district in 18-19
- Facilitated 5 schools being removed from Georgia's school improvement list in 18-19 and two more in 19-20
- Increased College and Career Readiness Performance Index (CCRPI) scores in 11 of 17 schools in 18-19
- Increased the CCRPI Climate Score for 7 schools in 18-19

### **Principal**

**2007 – 2018**

#### **Narvie J. Harris Traditional Theme School**

**Decatur, GA**

- Met or exceeded district/state academic requirements for 10 consecutive years
- Recognized by the Governor's Office of Student Achievement for being a Beating the Odds school
- Served as a district model for community, staff, student, and PTA engagement
- Served as Region 4's Principals' representative
- Served on Title I Steering Committee to revitalize Title I
- Served as a trainer and mentor for new principals with TKES/LKES
- Served on the Summer Leadership Conference Committee
- Managed the Title I Program both regular and extended day
- Created the master schedule and constructed effective instructional blocks
- Earned as many as 4 additional instructional allotments based on strategic master scheduling
- Monitored and implemented CCGPS/Common Core/Georgia Standards of Excellence standards/benchmark assessments
- Planned, monitored, and hosted data instructional review meetings
- Managed budgets averaging \$1.5 million (ASEPD, Title I, Local/State)
- Interviewed, secured, and retained highly effective local/district staff
- Supervised and monitored all extracurricular activities
- Created and maintained successful behavioral standards for students
- Designed and monitored the district's largest "Deep Diving Dolphin" after school extended day program (ASEDP), which challenged and helped students sharpen their academic knowledge
- Developed a plan that allowed for curriculum integration in special area/connections classes
- Devised and implemented a safe school plan and safe transportation procedures/rubrics for students and bus drivers
- Planned, implemented, and monitored weekly professional development for all grade levels and content area
- Modeled lessons and instructional strategies for grade level teachers weekly
- Analyzed a variety of data (standardized, benchmark, attendance, discipline, etc.) to inform instructional decisions

### **Assistant Principal**

**2003 – 2007**

#### **Lithonia Middle School**

**Lithonia, GA**

- Co-created the master schedule and constructed effective instructional blocks

- Served as the primary administrator for 572 sixth grade students and oversaw the connections department
- Designed and maintained the target assisted and schoolwide Title I program
- Monitored the Teacher Evaluation process, Student Support Team, Peer Mediators, Counseling, and Student Behavior Management
- Supervised and monitored all extracurricular activities
- Created and maintained successful behavioral standards for students
- Designed the “After the Bell” tutorial program
- Served as Site Administrator for Saturday School and Saturday Detention
- Built a plan that allowed for curriculum integration in special area/connections classes
- Devised a safe school plan that was tailored specifically to the needs and resulted in a decrease of school discipline
- Constructed and implemented safe transportation procedures/rubrics for students and bus drivers
- Served as Summer School Site Facilitator and Testing Coordinator
- Served as Athletic Director and Transportation Liaison
- Founded and Sponsored “Men of Lithonia Middle School Mentoring Program”
- Served as Student Relations Tribunal Hearing Officer
- Served on Middle School Assistant Principals Advisory Instructional Committee

**Health & Physical Education Teacher/Department Chair, Pre-K – 5<sup>th</sup>  
Narvie J. Harris Traditional Theme School**

**1999 - 2003  
Decatur, GA**

- Designed and implemented a structured health and physical education program that promoted good moral character and curriculum integration
- Designed and implemented a healthy habits school-wide initiative for students, staff, and parents
- Designed an after-school program that challenged and promoted high student achievement in physical education
- Taught science and math in the after-school program
- Designed and organized an annual Field Day program involving students, parents, and the community that serve as a district model
- Served as the “Voice of the Chorus” and Master of Ceremony of special programs
- Served as the Special Area Department Chair
- Spearheaded the local school health index committee

**Head Boys’ Junior Varsity & Assistant Varsity Boys’ Basketball Coach  
Tucker High School**

**2001-2002  
Tucker, GA**

- Built player character, improved player talent levels, and showcased player talent for collegiate scholarship opportunities
- Assisted and managed player grade point averages and Georgia High School Association eligibility
- Designed and managed tryouts, pre-season, regular season, and holiday practices/tournaments
- Assisted with the ordering of team clothing/paraphernalia packages
- Developed, implemented, and adjusted the teams’ offensive and defensive strategies
- Scheduled transportation, pre-game meals, and team banquets
- Completed the Junior Varsity season with a 11-1 record

**Summer Intern, Substitute Teacher/Textbook & Warehouse Clerk DeKalb County School District Sam Moss Service Center**

**1996-1998  
Stone Mountain, GA**

- Taught kindergarten, 2<sup>nd</sup>, and 3<sup>rd</sup> grades in all subject areas
- Created curricula for summer school safety net program
- Created hands-on, engaging activity to motivate struggling learners
- Prepared, filled, and filed textbook orders
- Prepared, filled, and filed office supply orders
- Maintained grounds and restored damaged items

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**Presentations and Professional Development**

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AdvancED/COGNIA Review Team Presenter  
Differentiation & Scaffolding  
TKES/LKES Navigation & Portal Management  
Creating Fun and Creative Classrooms  
How to Integrate Technology in the Classroom  
Prioritizing the Principalship  
How to Build Instructional Capacity  
How to Build Teacher Capacity  
The Key to Building Teaching Leaders  
Building and Maintaining a Positive School Culture  
Designing Lessons for all Learners Using the Appropriate DOK  
Incorporating Arts into the Curriculum  
Multi-Tiered System of Support Implementation  
Special Education: What is My Role and How Do I Get the Job Done?  
Effective Co-Teaching Models  
Planning with a Purpose (1.0 Lesson Planning and 2.0 Delving into the Data)  
Paraprofessionals: What is My Role in the Instructional Process?  
2023 Treasure Hunt Conference: Superintendents' Cadence Panelist on Educating and Engaging Male Students

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**Honors and Awards**

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<b>Certificate of Special Congressional Recognition for Outstanding Community Service</b> Congressman Hank Johnson	<b>2020</b>
<b>NAACP Education Award Runner Up</b> DeKalb County Chapter of the NAACP	<b>2019 and 2021</b>
<b>Principal of the Year, Region IV</b> DeKalb County School District	<b>2014</b>
<b>Principal of the Year Runner Up, Region IV</b> DeKalb County School District	<b>2013</b>
<b>Governor's Outstanding Contribution to Education</b> Governor Sonny Perdue	<b>2009</b>

<b>Proclamation for Outstanding Service, Scholarship, and Leadership</b> United States House of Representatives	<b>2009</b>
<b>Outstanding Citizen Award</b> Secretary of State	<b>2009 and 2018</b>
<b>GA PTA Visionary Award</b> GA PTA District Director	<b>2007-2018</b>
<b>DeKalb County Community Service Award</b> Commissioner Larry Johnson	<b>2002</b>

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**Education and Certificates**

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<b>Academy of Creative Coaching Class of 2022</b> Academy of Creative Coaching	<b>2022</b> Lawrenceville, GA
<b>Leadership DeKalb Class of 2020</b> DeKalb County	<b>2020</b> Decatur, GA
<b>Doctorate <i>Educational Leadership</i></b> Argosy University	<b>2008</b> Dunwoody, GA
<b>Educational Specialist <i>Educational Leadership</i></b> Argosy University	<b>2005</b> Dunwoody, GA
<b>Master of Education in <i>Educational Leadership</i></b> Argosy University	<b>1999</b> Dunwoody, GA
<b>Bachelor of Science in Health &amp; Physical Education</b> Florida Agricultural and Mechanical University	<b>1998</b> Tallahassee, FL

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**State Certifications**

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Georgia Professional Leadership Certificate (Educational Leadership)

Georgia Professional Teacher's Certificate (Health & Physical Education Grades K-12)