

PAMELA COMFORT, E.D.D.

OBJECTIVE

To contribute to the ongoing development of dynamic, courageous educational leaders.

ADMINISTRATIVE/LEADERSHIP EMPLOYMENT

Contra Costa County Office of Education

July 2010 to Present

Associate Superintendent, Educational Services and Student Programs

- Assumed leadership over the Educational Services and the Student Programs and Services divisions to create a new, combined department of Educational Services
- Supervises and has improved collaborative efforts of staff working within the Educational Services Division including Common Core Standards, Special Education, Court and Community Schools, Contra Costa Adult School, Parolee Education, BTSA, Tier II Credential Program, STEM/STEAM, CA Preschool Instructional Network, Child Development Local Planning Council, English Learner/Title III, educational technology, school and district program improvement, professional development, Career Technical/Regional Occupation Programs, TUPE, Afterschool Programs, and Foster Youth programs.
- Coordinated and enhanced Division communications, resources and information between school districts, other County Offices of Education, and local and State agencies around critical topics such as the Common Core State Standards, STEAM, and Transitional Kindergarten
- Represents the Division and County Office of Education at local, regional and State meetings, conferences, in-services, task forces, boards, councils and events
- Provides leadership and direction for collaboration with Institutes for Higher Education, business partners, and other educational agencies

Newark Unified School District

July 2008 to June 2010

Assistant Superintendent, Educational Services

- Assumed full management responsibility for all Educational Services Department programs, including the planning, development, and implementation of curriculum and instruction for Grades K-12; directed auxiliary services including research, counseling, assessment, special education, professional development, categorical programs, special projects, and special services applicable to curriculum development
- Supervised, coached, and trained principals and directors; implemented ongoing, professional development focused on the goals of providing a comprehensive standards-based curriculum, improved teaching strategies, monitored progress toward goals, safe and nurturing learning environments, and developing leadership
- Supported the work of the Chief Business Official by preparing presentations regarding budget development for principals to understand and use with their stakeholder groups and community

San Lorenzo Unified School District

July 2005 to June 2008

Director of Instruction and Program Improvement

- Planned and coordinated administrator professional development, including the annual Management Retreat for all site and district-level administrators with a focus on building vision, creating teams, promoting leadership and facilitating dialogue
- Supervised, coached and evaluated the work of the Administrator of Curriculum and Professional Development and the Coordinator of English Learner Programs, as well as K-Adult principals
- Revised and implemented Management Workplan/Evaluation form and evaluation process to align with California Professional Standards for Educational Leaders (CPSELs)
- Designed and delivered training to prepare principals and District administrators for state Categorical Program Monitoring (CPM) visits; monitored compliance and accurate reporting of data; oversaw related budget development and monitoring
- Responded to and resolved formal parent and community complaints and informal inquiries and issues with a focus on seeking first to understand, finding common ground, and promoting improved communication and relationships between stakeholders
- Served on Collective Bargaining Team and contributed to the collaborative development of language to address mutual interests within the context of putting student needs first (Interest-Based Bargaining)
- Participated as member of Superintendent's core committee in first phase (research and visioning) for development of Ten Year Master Plan

July 2004 to June 2005

Administrator of Educational Support Services

- Trained principals on the roles and responsibilities of the SSC, created binder of month-by-month School Plan Development action steps with resources, monitored School Improvement Program implementation K-12
- Coordinated the development of District and site-based strategies which resulted in an initial overall 1% increase in ADA and sustained improvements
- Developed policies, practices and trainings to standardize attendance accounting procedures, and co-developed an Attendance Accounting Manual as a training resource; served on Student Attendance Review Board (SARB)

December 2003 to June 2004

Interim Director, Planning/ Assessment/Categorical Programs

- Coordinated administration of all standardized assessments for fifteen schools (CAHSEE, CSTs/CAT/6, SABE, CELDT, PFT, CAPA)
- Coordinated English Language Learner Program for the district
- Co-delivered professional development sessions for Principals to improve teacher practice through the use of effective observations, conferences and teacher evaluation processes and documentation
- Served on district-wide research and recommendations committee for K-12 Literacy
- Served as management member of Collective Bargaining Team

July 2000 to December 2003

Principal, Colonial Acres Elementary School

- Improved instructional practice and student achievement through writing and implementation of II/USP Action Plan for funding of \$290,000 over three years resulting in an API growth of 130 points over the three years
- Improved school environment for students, staff and families by establishing a site leadership team focused on curriculum and instructional practice, and by improving communication processes through conversations, bulletins, and newsletters

Castro Valley Unified School District

July 1997 to June 2000

Principal, Castro Valley Elementary School

- Improved achievement by implementing BASRC School Leadership plan resulting in an API growth of 72 points for 1999-2000 and similar schools rank from 5 to 8
- Dramatically improved culture and functioning of the school by implementing organizational development processes and structures
- Collaborated and communicated daily with construction manager to minimize impact of modernization project on school functioning and to ensure student safety

Newark Unified School District

July 1996 to June 1997

Administrative Coordinator/Vice Principal

- Collaborated with Chief Business Official and consultant to coordinate Public Information Campaign (Phase I) of successful \$66 million General Obligation Bond, regularly updated Board regarding activities
- Co-authored \$1.2 million BASRC Leadership Funding Proposal for cluster of four schools
- Prepared community presentation on the implementation of Class Size Reduction

University of Phoenix

October 2008 to present

Faculty, Bay Area College of Education and Online College of Education

Masters-level courses: Equity, Diversity & Access; Leadership & Collaborative Processes; Supervision of Curriculum, Instruction & Assessment; Administration of Special Programs; Business & Facilities Management; Human Resources Leadership & Management; School Improvement Processes; Family, Community & Media Relations; Administrative Practicum: Instructional Leadership & Organizational Management; Principal Practicum: Professional Perspectives

ADDITIONAL LEADERSHIP EXPERIENCE

Association of California School Administrators 2009 - present

Vice President for Professional Development, Leadership Summit Chair, Region VI

New Administrator Mentor, and Mentor Trainer Region VI

Region VI Delegate to ACSA State Delegate Assembly

California State University, East Bay

January 2011 to present

Educational Leadership for Social Justice Doctoral Program Policy Board

CSUEB Gateways STEM Network Steering Committee, Pathways Action Group Co-Chair

EDUCATION/CREDENTIALS/PROFESSIONAL TRAINING

Doctor of Education, Educational Leadership - University of La Verne – September 2002
Masters of Science, Educational Leadership - CSU, Hayward – June 1997
Bachelor of Arts – Liberal Studies/Foreign Language Option (Spanish)
CSU, Hayward – Summa Cum Laude – June 1992
Professional Clear Administrative Services Credential
Multiple Subject Teaching Credential/Supplemental Authorization: English
Cross-cultural Language and Academic Development (CLAD) Credential
Chief Business Official (CBO) Partnership Training Program - June 2008 (200 hours)
ACSA Superintendent Academy - May 2006 (70 hours)

PUBLICATIONS/PRESENTATIONS/RECOGNITION

Supporting the Role of the Administrator in Implementation of the Common Core State Standards – Educational Policy Institute of California, October 2013
Common Core Standards: Determining Levels and Next Steps of Implementation – California County Superintendents Educational Services Association (CCSESA), Contributing Author, October 2013
Association of California School Administrators (ACSA) Administrator Mentor Trainer – July 9, 2013
CCSESA Transitional Kindergarten Professional Development Modules: Language and Literacy; Social-Emotional Development – Co-Presenter, Statewide Pilot Series, April 17, 2013
Outstanding Administrator, Curriculum & Instruction, ACSA Diablo Valley Charter 2013
California STEM Learning Network (CSLNet) California Summit: Transforming Ideas into Action – Co-Presenter, October 15, 2012
Funders Forum of Contra Costa – Invited co-presenter, October 8, 2012
Nancy Skinner/ Assembly District 14 Women of the Year – 2012 Honoree as Woman of Distinction
Mitchell20 Film Screening - Distinguished Panel Member, February 24, 2012, University of Phoenix
Transitional Kindergarten (TK) Planning Guide – Contributing Author, November 2011
Bay Region IV Transitional Kindergarten Symposium – Planning Chair, October 17, 2011
Field Hearing to Discuss Transitional Kindergarten, convened by Assemblywoman Susan Bonilla, Chair of the Select Committee on High Quality Early Childhood Education – Invited Panel Member, March 28, 2011
Young Women's Leadership Summit – Convening Remarks, December 4, 2010
Taking Charge of Change – Presentation for CCCOE Leadership Council, August 18, 2010
Improving Meeting Effectiveness – Presentation for the Premier Oncology Management Society Leadership Program, June 11, 2010, W. Conshohocken, PA
Excellence in Education Award, Newark Educational Foundation 2010
Prescription for Leadership in Uncertain Times - Best Practices Review, March 2009
Managing Your Practice: Using Staff Meetings to Improve Communication – Best Practices Review, Mar 2008
District Administrator of the Year, San Lorenzo Management Association (ACSA) 2007-08
On the Right Track, California State Title I Conference Presenter, April 20-21, 2004
An Exploratory Study of the Ways Principals Perceive that their Spirituality Contributes to their Leadership – Doctoral Dissertation 2002
Class Size Reduction Year One: What Did We Learn? – Master Thesis Project 1997
Alpha Delta Kappa, New Teacher Recognition, 1993

PROFESSIONAL ORGANIZATIONS

California County Superintendents Educational Services Association:
7 County Curriculum & Instruction Leadership Council, (CILC) Region IV Chair 2013
CISC Region IV Representative, School Readiness Subcommittee
Region IV Director, California Technology Assessment Project
CISC Statewide Symposium Committee, Presenter Subcommittee Lead
CISC History/Social Science Subcommittee Co-Lead
Association for Supervision and Curriculum Development (ASCD)
Association of California School Administrators, (ACSA) Region VI Vice President
Golden Key National Honor Society