James J. Kassar

LEADERSHIP

- Serves as Mathematics Coordinator at Lynn University.
- Implemented Freshman Peer Advisor Program supporting LYNN 2020 Priority.
- Coordinated and chaired committee for scholarship search and selection of two Lynn graduates for the Jack Kent Cooke Foundation Graduate Scholarship Program.
- Presented an innovative workshop on learning and teaching styles to 70 administrators, teachers and students at the Broward County Schools of Excellence Conference.
- Mentored forty teachers resulting in the promotion of thirty-two teachers to assistant principal.
- Served as chairperson for SACS School Renewal Process for 1997-98.
- Organized freshman orientation program for the Classes of 2000-2005, preparing over 3,500 students and their parents for high school life.

INFORMATION & ANALYSIS

- Coordinated efforts in the publication of LYNN MAGAZINE's feature story on the new core curriculum in mathematics.
- Assisted students in preparing well-received multimedia presentations at The Liberal Arts Symposium.
- Encouraged mathematics professors to observe colleagues in order to improve instruction.
- Introduced and encouraged teachers' use of self-improvement techniques including videotaping, peer conferencing and student evaluative instruments.
- Designed and standardized school forms which improved administrative processes for fundraising, school trips, activities, and letters of recommendations.

STRATEGIC QUALITY PLANNING

- Serves on six university committees which contribute to improving student life at Lynn University.
- Advises over 30 students providing academic advisement and guidance.
- Serves as committee member for LYNN 2020 Strategic Priority # 1.
- Served as School Improvement Team (SIT) co-chairperson for 1995-2001 school years; coordinated and facilitated staff development program for Professional Development Days; worked closely with SIT, students, staff and community to develop the School Improvement Plans.
- Prepared and edited a staff fiscal policy handbook and monitored compliance with all Title IX mandates.
- Received several letters of commendation from parents, students, teachers and school officials reflecting my commitment to educational excellence.

MANAGEMENT OF PROCESSES

- Served as member of The Adjunct Committee at Lynn University and provided recommendations to the dean regarding the role of an adjunct.
- Assisted and provided information and guidance to students and parents at student registration.
- Served as a member of the Attendance/Discipline Committee of the School Improvement Team. Developed and implemented the first school-wide discipline plan per School Board policy, with 92% teacher approval.

OPERATIONAL RESULTS

- Participated as member of The Safety and Security Task Force at Lynn University and made a recommendation for the installation of safety locks on all classroom doors which were implemented in August 2007.
- Served as LEAD I and LEAD II Trainer and Coach with HRD resulting in an 80% promotion rate.
- Developed and delivered remediation program to repeat failures in the mathematics segment of the High School Competency Test with a 92% passing rate.
- Wrote and edited a Safety Resource Handbook including all emergency procedures required by the School Safety Plan.

CUSTOMER FOCUS

- Received superior student evaluations for 2007/2008 in MAT 099, 110 and 320 at Lynn University.
- Presented a mathematics lesson to incoming students and parents at the 1st Annual President's Colloquium
- Attends and supports student athletic, academic and social events at Lynn University

- Organized, edited and published Parent Resource Handbook for the 1998-2005 school years and student handbook for 2700 students resulting in increased awareness of school rules and regulations, goal setting and enhancement of study skills.
- Developed, organized and edited a comprehensive and informative teacher handbook.

HUMAN RESOURCES

- Reviewed over 15 applications for mathematics adjunct teaching positions, screened applications, scheduled and conducted candidate interviews and successfully hired four professors.
- Developed, organized and facilitated guidance groups for 45 students in decision making, goal setting and school-to-career initiatives resulting in a fifty percent increase in student achievement.
- Planned and organized successful staff development conferences and workshops in critical thinking, learning styles and school-based management/shared decision-making.
- Developed and supervised teaching staff using the principles of clinical supervision.
- Coordinated New Educator Support (NESS) program for new teachers.

EXPERIENCE

2006-Present	Mathematics Assistant Professor/Coordinator, Lynn University, Boca Raton, FL
2005-2006	Adjunct Mathematics Assistant Professor, Lynn University, Boca Raton, FL
1996-2005	Assistant Principal, Coconut Creek High School, Coconut Creek, FL
2002-2005	Adjunct Mathematics Assistant Professor, Broward Community College, Coconut Creek
1994-1996	Teacher/Mathematics and Intern Administrator, Stoneman-Douglas H.S., Parkland, FL
1984-1994	Assistant Principal, Thomas A. Edison High School, Jamaica, NY
1982-1984	Adjunct Mathematics Assistant Professor, The College Of Staten Island, NY
1974-1984	Teacher/Mathematics & Computer Programming-Saint Edmund HS, The Mary Louis Academy, William McKinley JHS, T. A. Edison HS, New York City

EDUCATION

Professional Diploma in Administration and Supervision, 1982, St. John's University, Jamaica, NY
Master of Science in Secondary Education, 1977, The College of Staten Island, Staten Island, NY
Bachelor of Arts in Mathematics and Secondary Education, 1974, Brooklyn College, Brooklyn, NY

PROFESSIONAL RECOGNITION

Educator of the Year, 1992, Association of Teachers of New York
Queens High School Supervisor of the Year Nominee, 1990-92, Queens High Schools
Vocational Industrial Club of America (VICA) Outstanding Service Award, 1990

CERTIFICATIONS

Florida Educational Leadership (Valid through 2011)
Florida Mathematics 6-12 (Valid through 2011)
New York State School Administrator/Supervisor/District Administrator

PROFESSIONAL AFFILIATIONS

The Mathematical Association of America (MAA)
National Social Science Association (NSSA)
The National Association of Secondary School Principals (NASSP)
Association for Supervision and Curriculum Development (ASCD)
Florida Association of School Administration (FASA)
New York City Council of Supervisors and Administrators (CSA)