

Travis L. Dempsey

ADMINISTRATIVE EXPERIENCE

SUPERINTENDENT – Gadsden Independent Schools (Oct 2017 – Present)

SUPERINTENDENT – Cloudcroft Municipal Schools (July 2012 – Oct 2017)

- To enforce all provisions of law, rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board
- Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system.
- Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- Submit to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
- Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives.
- See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
- See to the execution of all decisions of the Board.
- Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records.
- Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.
- Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
- See that appropriate in-service training is conducted.
- See to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
- See that effective relations with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the District
- See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
- File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
- Establish and maintain liaison with community groups, other school districts, PED, colleges and universities, and the U.S. Department of Education.
- Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.

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- Directly oversee the work of other central office personnel.
- Hold regular meetings with Building Principals, Coordinators/Directors and all other administrators to discuss progress and educational problems facing the District.
- Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
- Approve the vacation schedules for administrators; and be personally responsible for all evaluations of administrators.
- Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
- Represent the District before the public, and maintain, through cooperative leadership, both within and without the District, such a program of public relations as may keep the public informed as to the activities, needs and successes of the District.
- Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the District, students and Board members.

HIGH SCHOOL PRINCIPAL- Mountainair High School (2005 – 2012)

- Exercise direct supervision over assigned professional and classified staff
- Develop, plan, and implement school site programs and activities in accordance with goals and objectives;
- Select and appoint personnel to improve site positions
- Create and administer the school budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Develop the master schedule of course offerings; comply with accreditation guidelines and state requirements; adjust schedule to meet school, students, and staff needs.
- Maintain a safe and orderly school environment; coordinate the safety of students participating in all extra-curricular and after school activities, including inter-scholastic athletics field trips.
- Implement disciplinary procedures and policies related to student behavior and achievement; provide for student and parent due process in accordance with federal, state, and school system rules and regulations; ensure confidentiality of all student records.
- Supervise the resolution of student, parent and teacher concerns; report pupil progress to parents and appropriate school system offices periodically.
- Coordinate and supervise the program and student services designed to assist students in social and emotional adjustment to school, address problems at home and outside concerns, and to counsel and assist students gain admission to post-secondary schools.
- Oversee inventory and property control; order and distribute textbooks; maintain records
- Prepare and present reports, letters, memos, and other necessary correspondence to students, staff, and parents regarding instructional programs.
- Develop and maintain cooperative relationships with parents and organizations of the community and serve as a spokesperson for the school
- Respond to and *resolve* sensitive inquiries of students, parents, and faculty and complaints regarding school system policies and procedures,
- Serve as acting superintendent in absence of superintendent

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CLASSROOM EXPERIENCE

1999-2005

ELEMENTARY / MIDDLE SSCHOOL TEACHER- Mountainair Public Schools

- Teach reading, language arts, social studies, mathematics, science, art, health, and physical education to students in a classroom, utilizing course of study adopted by the Board of Education, and other appropriate teaming activities.
- Instruct students in citizenship and basic subject matter.
- Develop lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
- Use a variety of instruction strategies, such as inquiry, group discussion, lecture, discovery, etc.
- Translate lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establish and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Evaluate students' academic and social growth, keeps appropriate records, and prepare progress reports.
- Communicate with parents through conferences and other means to discuss students' progress and interpret the school program.
- Identify student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
- Maintain professional competence through in-service education activities provided by professional growth activities.
- Administer group standardized tests in accordance with state testing program.
- Participate in curriculum development programs as required.
- Participate in faculty committees and the sponsorship of student activities.

EDUCATION

- University of New Mexico Major: Educational leadership Degree: MA
- College of Santa Fe Major: Elementary Education Degree: BA

EDUCATIONAL CERTIFICATIONS

- Administrative K-12 Level IIIB
- Elementary Teaching K-8 Level IIIA Endorsement: Mathematics
- Athletic Coach 7-12

EMPLOYMENT HISTORY

- Gadsden ISD
- Cloudcroft Municipal Schools
- Mountainair Public Schools
- United States Air Force