

NANCY MICHELE MILLIGAN

CAREER PROFILE

Experienced education and administration professional with over 15 years of experience serving school districts from the classroom to the district level. Ability to coordinate and adopt curriculum, present salient information to large groups, and do so while maintaining an unrivaled level of credence and professionalism. Proven history of implementing and administering curriculum changes and effectively supervising others in the field.

AREAS OF STRENGTH

- Curriculum Mapping
- Assessment and data
- Instructional practices
- Expense Management
- Faculty Training & Development
- Scheduling & Organization
- Interdepartmental Coordination
- Supervision and Evaluation
- Coaching
- Technology Integration
- Committee facilitation
- DESE presenter

PROFESSIONAL EXPERIENCE

WAKEFIELD, MASSACHUSETTS

2009 to Present

Director of Curriculum, Assessment, and Instruction

Guide development, implementation and evaluation of curriculum and instructional services Pre-K through grade 12. Study, evaluate, and recommend adoption of new instructional materials, methods, and programs, as necessary. Provide support with budget preparation for newly approved instructional programs, coordinating instructional supplies, equipment and materials. Work with principals, department heads, and teacher committees orchestrating professional development, grade level and departmental meetings. Attend school committee meetings and prepare subsequent reports for use by the committee and Superintendent.

Key Responsibilities:

- Develop curriculum (content, instruction, assessment) by collaborating with administrators, department heads, staff members, and others as appropriate.
- Coordinate adoption of new curriculum materials, instructional supplies, and technology.
- Oversee the implementation of grade level, district, and state assessments and analyze student data.
- Plan programs of in-service educational activities and professional development for instructional personnel, administrators, and other district staff members.
- Provide professional development and coaching for principals, teachers, and other staff members around Massachusetts State Frameworks, state initiatives, and other teaching and learning requirements.
- Work cooperatively with the Superintendent regarding budget recommendations to the School Committee.
- Oversee the District-wide Teacher Induction/Mentoring Program and evaluate current instructional staff.
- Prepare and monitor Title I, Title IIa, and RTTT grants.
- Develop and update District Curriculum Accommodation Plan, curriculum brochures, and elementary standard-based report cards through collaboration with administrators, teachers, and staff.
- Coordinate and leads Summer Academic Programs and professional development for staff.
- Lead district committees for teaching and learning.
- Supervise and support ELE department and state initiatives.
- Monitor and approve Homeschooling program and parent partnerships.

SALEM, NEW HAMPSHIRE

2008 to 2009

Reading & Literacy Specialist

Supervised the district's reading assistants with choosing appropriate texts and tasks for students, servicing instructional groups, and promoting collaborative problem solving with staff. Trained staff in the administration and analysis of assessments, including formative and diagnostic reading assessments. Supported and coordinated elementary reading instruction, using a Balanced Literacy approach for literacy instruction. Coordinated with building principal(s), and other reading specialists/consultants within the district to modeled effective reading and writing strategies for improved instruction for all staff. Advised building principals and district regarding budget, instructional materials, and services around literacy.

Key Responsibilities:

- Supervised and supported elementary reading assistants at two elementary buildings.
- Provided effective, focused, and sustained professional development aimed at improving teacher instruction and student learning during Tier I and Tier II instruction.
- Analyzed data and recommended instructional adjustments, advising administrators of potential changes to curriculum, assessment, intervention, and instruction.
- Completed formative and diagnostic reading assessments, when necessary, to inform instruction and student reading performance.
- Assisted administrators developing the language arts budget and coordinated Title I reading services.
- Participated as a member of the Student Services Team at supervised schools.

WAKEFIELD SCHOOL DISTRICT, WAKEFIELD, MA

2006 to 2008

Reading Specialist & Literacy Coach

Provided second and third grade reading support for at-risk readers across two buildings. Provided instructional modeling and coaching for K-4 teachers across the district. Provided professional development monthly for district wide staff and building based, K-4 teachers. Provided literacy training for all new teachers hired for the district.

Key Responsibilities:

- Assessed and services at-risk students in the area of literacy.
- Coached teachers for effective Tier I instruction for all students.
- Provided professional development for all four elementary buildings during weekly, early release days around literacy instruction.
- Member of the Greenwood School Literacy Team.
- Member of the District Wide Literacy Team assisting the Superintendent with shifting literacy practices.

TRITON REGIONAL SCHOOL DISTRICT, NEWBURY, MA

2004 to 2006

First & Second Grade Looping Teacher

Performed all responsibilities in the classroom focusing on data to drive instructional decisions to meet the needs of individual students. Utilized a workshop model for both ELA and mathematics.

Key Accomplishments:

- Implemented *Lucy Calkins' Units of Study Writing Curriculum* and *Investigations/TERC Math Program*.
- Mentor for Incoming First and Second Grade Staff.
- Member of the school-based and district Literacy Committees.

PELHAM SCHOOL DISTRICT, PELHAM, NH

1999 to 2004

First Grade Teacher

Provided In-Service DRA and Guided Reading Training. Piloted and Implemented *Investigations Math Program* and *Rebecca Sitton Spelling Program*. Provided a Balanced literacy framework for teaching within a reader's workshop.

Key Accomplishments:

- Technology liaison for classrooms, providing support for Website design and Web Quest development
- Mentor for Incoming First Grade Staff

Additional Professional Experience includes employment at JP Kids and Company as a kindergarten teacher.

EDUCATION

COMMONWEALTH LEADERSHIP ACADEMY, SOUTHBOROUGH, MA

Principal Licensure Program (2013)

SALEM STATE COLLEGE, SALEM, MA

Reading Specialist Licensure Program (2007)

LESLEY UNIVERSITY, CAMBRIDGE, MA

Master of Education, Curriculum & Instruction: Literacy Development (2002)

BOSTON UNIVERSITY, BOSTON, MA

Bachelor of Science, Early Childhood Education (1998)

CERTIFICATION

Massachusetts Superintendent & Assistant Superintendent (all)
Massachusetts Principal & Assistant Principal: Elementary level
Massachusetts Teacher Certification: Early Childhood Education
Massachusetts Teacher Certification: Reading Specialist

PROFESSIONAL ACTIVITIES & ORGANIZATIONS

Curriculum and Assessment Mapping Project: Lead ELA Content Expert, DESE Webinar series
SEEM Math Institute: Organizer, Presenter, and Developer
Northeast Consortium for Staff Development: Presenter
Northeast Regional Readiness Center presenter: CCSS and ELA: Diving deeper presentations
RTTT: Model Curriculum Unit Writer: K-3 History/Social Studies
Standards-based Report Card committee Chair, Wakefield, MA
Atlas Rubicon System Administrator and district trainer, Wakefield, MA
Member of the International Reading Association
Member of the Association of Supervision and Curriculum Development
Member of National Teachers for the Council of Mathematics
Member of Massachusetts Elementary School Principals Association
UMASS- Boston faculty