

## Darren J. Brown

### Education:

Doctorate (Ed.D.) – Educational Administration  
University at Buffalo, Buffalo, NY

(Currently enrolled, A.B.D.)

School Business & Human Resource Management  
Advanced Certificate  
University at Buffalo, Buffalo, NY

Fall 2009

Educational Administration Program  
Canisius College, Buffalo, NY

Fall 2003

Master of Business Administration (M.B.A),  
Finance, Management Information Systems (MIS)  
Canisius College, Buffalo, NY

May 2000

Master of Science in Mathematics Education,  
State University of New York College @ Buffalo

May 1998

Bachelor of Science in Mathematics, Physics minor,  
State University of New York College @ Buffalo.

May 1996

### Certification:

School District Administrator Certificate (SDA)

September 2005

### Employment and Experience:

Associate Superintendent, Human Resources, Buffalo Public Schools, Buffalo, NY

Nov. 2011 – Present

- Responsibility for the effective operations of the Human Resources, Benefits and Labor Relations departments.
- Directs the planning, development, coordination, and evaluation of various operations of the Human Resources department including establishing department goals and objectives.
- Oversees department's advice, support, and assistance functions in interpreting policies and procedures relating to employment, record keeping, retirement, grievance and other personnel matters and procedures.
- Assists with the direction and implementation of the administration of the school system's performance evaluation programs, including job descriptions, and position reclassifications.
- Directs the development of systems, policies and procedures to streamline operational functions and minimize duplication of efforts and redundancies within district offices.
- Assumes leadership role on the Senior Leadership Team; assists with long-range strategic planning; assists with developing system-wide budget, plans, policies and activities; performs various duties assigned by the Superintendent.
- Prepares and delivers written and oral presentations on personnel recruitment and management issues to the Board of Education, principals, teachers, parents, and community groups; attends regular meetings of the Board; conducts staff meetings; attends other related meetings.
- Supervises and conducts personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, and granting leave.
- Serves on the district's negotiations team, and also acts as the Level II grievance hearing officer – including APPR Appeals.

Adjunct Professor, Canisius College, Buffalo, NY

Sp 2012 – Su 2014

- EDA 657: The Development of the Urban Teacher - Spring 2012, Summer 2012, Summer 2013, Summer 2014
- EDA 640: School Business Administration – Summer 2012
- EDA 630: School Personnel Administration – Fall 2013, Spring 2014

## Darren J. Brown

**Principal (Grade 5 – 12), Buffalo Academy for Visual & Performing Arts, Buffalo, NY** Aug. 2008 – Nov. 2011

- Serve as Chief Administrator and Instructional leader of the school, direct and supervise the curriculum and guidance program of Buffalo Academy for Visual and Performing Arts.
- Work closely with the Parents and the community at large, to develop strong supportive relationships.
- Supervision of all school activities involving pupils, teachers, and other school personnel.
- Planning of school Master schedule for students and assignment of certified teachers and teaching assistants.
- Observe and evaluate, using performance criteria, teaching staff according to BTF (Buffalo Teacher Federation) contract to ensure effective learning climate in the classroom.
- Ensure staff training and professional development relevant to the goals, vision and mission of the School of Visual and Performing Arts (BAVPA) and the Buffalo Public Schools.
- Direct financial and human resources at BAVPA - staff and teacher payroll, allocation and budgeting of grant funds related to staff development and school improvement.
- Recruitment and interviewing of teachers for various positions within Buffalo Public Schools (BPS).

**Principal Coach, Buffalo Public Schools, Buffalo, NY** Mar. 2011 – June 2011

**Principal (Pre K – 8), Community School #53, Buffalo Public Schools, Buffalo, NY** July 2006 – Aug. 2008

**Assistant Principal (House Principal), South Park High School, Buffalo Public Schools, Buffalo, NY** Jan. 2004 – July 2006

- Supervision of all school activities involving pupils, teachers, and other school personnel.
- Classroom observation and end of year evaluation of assigned academic departments.
- Maintain high standards of student conduct and enforce discipline according to due process rights of students.
- Maintain accurate records on the progress and attendance of students, working closely with District attendance officers on attendance and drop-out prevention programs.
- Assist in staff training and professional development relevant to the goals, vision and mission of South Park High School and the Buffalo Public Schools.
- Planning and development of school Master schedule.
- Advanced Placement (AP), Advanced scholars, Administrative Assistant Program coordinator.
- Additional duties as assigned by Principal, including, but not limited to:
  - Teacher absenteeism coverage - substitute teacher management, Mathematics Dept. liaison, Physical Education Dept. liaison, Sports and Extracurricular activity eligibility, School newsletter, yearbook finance advisor, ILC (in-school suspension), After-school detention, BAPPS (Buffalo Adolescent Pregnancy Prevention Services).

**e-Business Analyst, HSBC Bank USA, Buffalo, NY** Nov. 2002 – Aug. 2003

- Manage web log files and Webtrends database to run regular reports of web traffic. Conduct web traffic analysis to support e-Business functional units.
- Develop and maintain procedural documentation for all assigned functions.
- Identify opportunities to automate or modify procedures to increase efficiency and enhance service to internal and external customers.
- Maintain awareness and conduct research of e-Commerce and financial service trends to identify required changes in data compilation, analysis and reporting.
- Interface with other departments/business units to collect and understand relevant data and statistics.

**Executive Training Development Program, HSBC Group, Brickwood, UK** Sept. 2002 – Nov. 2002

- Participated in leadership program structured to train future Executive Managers of HSBC Group.
- Worked management trainees from around the world to continue to develop commercial/retail banking knowledge, teamwork, problem-solving and leadership abilities.
- Accounting coursework evaluated borrower accounts receivable, reviewed accounts payable, management information systems, and reporting to the company.

## Darren J. Brown

Officer Development Trainee, *HSBC Bank USA, Buffalo, NY*

Sept. 2001 – Sept. 2002

➤ **Personal Banker, Senior Branch Customer Service Representative**

- Develop, manage and expand larger, profitable relationships at service levels that exceed customer expectations.

➤ **Credit Analyst III, Small Business Lending Team Member**

- Completed credit analyses and in-depth studies on more complex and larger loans, for appropriate credit decisions.
- Provided credit management and decision-making support to branch management for the over \$250M small business market loans ensuring all policies and approved procedures are properly applied. Managed assigned portfolios.

Mathematics Teacher, *Sweet Home Central School District, Amherst, NY*

Mar. 1997 – June 2001

- Planned and taught lessons to students enrolled in Integrated Math I/A and Course III Regents (Algebra, Trig.).
- Experience working in a “team” environment as freshmen “House Team” Mathematics teacher.
- Utilized graphing and scientific calculators to incorporate technology in classroom lessons.
- Extracurricular activities/duties:
  - Drill team advisor and coach, Stage crew advisor, Supervised after school detention

Advanced Administrative Training:

Administrators Leadership Academy:

October 2007 – July 2008

National School Leadership Network:

November 2007 – March 2009

Harvard Principal's Academy – Cambridge, Mass.:

Summer 2009

New York City Leadership Academy:

October 2010, November 2010, March 2011

References: Furnished upon request