

DR. MATTHEW AARON GUTIÉRREZ

SUMMARY OF QUALIFICATIONS

- Energetic and dynamic approach to leadership; enjoy empowering constituents
- Warm, compassionate and trustworthy personality that inspires confidence in others
- Enthusiastic and committed to all aspects of learning and development
- Creative thinker, with extensive organizational and motivational skills

EDUCATION

ANGELO STATE UNIVERSITY, San Angelo, TX
BS, Interdisciplinary Studies; May 2002

SCHREINER UNIVERSITY, Kerrville, TX
Master of Education, Education Administration; July 2004

TEXAS TECH UNIVERSITY, Lubbock, TX
Doctor of Education, Educational Leadership; August 2016

PROFESSIONAL EXPERIENCE

Seguin Independent School District, Plano, TX

Superintendent

08/17 – Present

- Lead school district serving 7,500 students, 1,100 employees, and an operating budget of \$80+ million.
- Successfully implemented and executed ambitious 90-day entry plan to address significant district needs
- Successfully oversaw a facilities planning process that was thoughtfully and strategically carried out over 14-months; resulted in the development of a long-range facilities plan
- Moved starting teacher salary to rank first in comparison group over two years
- Through a transparent communication process, over 50 community presentations, radio and television interviews, and a partnership with a Political Action Committee the \$65 million Bond 2019 passed with over 66% approval
- Successfully facilitated strategic planning process through Open Forums, Key Communicators, surveys, student meetings, teacher meetings, and a two-day stakeholder retreat- plan was approved by the Board in March 2018
- Full implementation of Solution Tree's Professional Learning Communities, and already resulting in double digit gains with the first admin of 5th and 8th grade STAAR
- Increased community engagement with creation of Key Communicators, Biannual State of the District, Four Task Forces (SpEd, GT, CCR Readiness, and ELL/Bilingual), and a Teacher Communication Council
- Aggressive approach to change public image through enhanced social media presence, realtor tours, and press conferences to cover positive stories
- Launched first-ever Superintendent's Student Advisory Council
- Directly facilitate principal and C&I learning through monthly Learning for Leaders
- Directly facilitate the first-ever learning for assistant principals through a monthly AP Learning Collaborative
- Conducted "Rounding" to capture important data on which to act, including information for recognition and improvement. Year two will include my team conducting "Rounds"
- Identified elementary campuses for Two-Way Dual Language, Elementary AVID, LiiNK (Let's Inspire Innovation 'N Kids), and Elementary Fine Arts and provided necessary PL

and research for full implementation in 18-19 to align with our goal to become an innovative district

Plano Independent School District, Plano, TX

Assistant Superintendent for Employee Services

07/16 – 07/17

- Direct oversight and management of human resources, worker's compensation, benefits, recruitment and retention, health services, risk management, and professional learning
- Opportunity to launch T-TESS (teacher appraisal) in Plano ISD and establish a process to ensure principal success through CICs (Collaborative Instructional Calibration)
- Created monthly Employee Services Communiqué to keep district employees informed <https://www.smore.com/9cxev>
- Launched Teacher Externship Program for teachers to engage and connect with industry during the summer
- Established leadership development for non-instructional leaders – NICE (Non-Instructional Collaborative Experiences)
- Implemented online compliance training through SafeSchools

Little Elm Independent School District, Little Elm, TX

Deputy Superintendent

01/15 – 06/16

- Direct oversight of curriculum/instruction, professional learning, special populations, communications, human resources, technology, child nutrition, student services, health services and business services departments
- Supervised ten campus principals: 5 elementary, 3 secondary, K-8 STEM, and DAEP
- Implemented leadership development as evidenced with monthly meetings for entry level administrators
- Implementation of ICLE's Rigor/Relevance Framework and DuFour's PLCs beginning January 2015
- Local, state, and federal allotments oversight; 85% of LEISD's budget
- Played a leading role in the Tax Ratification Election (TRE) process which successfully passed with 88% approval
- Facilitated and coordinated five-year strategic plan, Destination 2020
- Designed teacher leader cohorts to build staff capacity to perform at a high levels to improve educational outcomes for all students
- Six of six elementary school attained TEA Distinctions for 2015-2016; four Title I

Interim Superintendent of Schools

06/14 – 01/15

- Oversight of daily operations: 7,500 students, 1,000 employees, and a \$70 million operating budget
- Directed problem-solving efforts for the District as evidenced by working with key personnel to correct transcripts, emergency crisis situations, etc.
- Increased communication with stakeholders as demonstrated by District Newsletter, Let's Talk, Community Forums, surveys, and social media
- Provided continual performance accountability and support of improvement processes
- Implemented Board committees and community committees to increase engagement and educate stakeholders beginning August 2014
- Implemented "Weekly Update" communication to Board of Trustees
- Implemented Forethought (Curriculum Management) through Eduphoria beginning August 2014
- Assessed training needs of Advanced Placement teachers and implemented a progress monitoring system
- Assumed the responsibilities of opening a new STEM campus eight weeks prior to the first day of school which was demonstrated by overcoming challenges and

troubleshooting in the areas of master scheduling, elective courses, instructional materials, school choice, technology, and community relations

- Monitored the effectiveness of Professional Learning Communities through active participation and campus visits
- Avoided presenting a deficit budget in August 2014 by cutting \$300,000 by reclassifying positions and eliminating positions
- Reduced human resources, communications, superintendent, and business services budgets by eliminating travel and reevaluating needs – 20-30% reductions
- Significantly reduced legal fees by utilizing internal administrators to serve as grievance officers and hiring an HR Coordinator with legal background to replace a vacancy
- Transitioned from school libraries to 21st century media centers at all campuses
- Developed a 5-year strategic CTE plan to address endorsements and interest
- Met with legislators Pat Fallon and Jane Nelson to highlight public schools, ask questions, and express concerns leading into the 83rd Legislative Session.

Little Elm Independent School District, Little Elm, TX

06/13 – 06/14

Executive Director for Human Resources

- Responsible for all employee and parent relation matters
- Assisted building principals and department managers with employee relations
- Prepared and revised job descriptions; reclassify positions
- Analyzed salary data to recommend effective/competitive compensation; equity study conducted for 2014-2015 budget
- Oversight of compliance with federal wage and overtime laws
- Assisted supervisors with documentation, growth plans and due process procedures
- Served as manager and contact for new ATS (applicant tracking system), AppliTrack; transitioned from SearchSoft to AppliTrack December 2013
- Developed automated paper processes to include sub applications, new hire recommendations, transfers, resignations, contracts, service record requests, etc. utilizing AppliTrack
- Ensured likelihood of employee success through TeacherFit, JobFit, and AdminFit screening; transition from Ventures to AppliTrack Screening beginning December 2013
- Facilitated new teacher mentoring program for the district; new initiative beginning 2013-2014
- Administered employment contracts and supervised renewals and nonrenewals; electronic contracts implemented 2013-2014
- Served as hearing officer for level I and level II employee and parent grievances to include ensuring complete investigations are conducted
- Facilitated hiring and interview process for all administrative positions
- Coordinated the district's sick leave pool program
- Served as the direct contact for FMLA (Family Medical Leave Act)
- Served as Title IX Coordinator and 504 Coordinator
- Responded to all (TWC) Texas Workforce Commission unemployment claims
- Established contract calendar for district to provide visual and guide for administrators outlining hire date to separation, hire to renewal, hire to nonrenewal/termination
- Conducted criminal background checks for new hires and monitor status of employees
- Implemented and oversaw effective district wide employee recognition programs such as Teacher of the Year, Retirement Reception, Service Awards, etc.
- Oversight of Health Services Department to include SHAC
- Served as facilitator for "Naming of New School Committee" for 2014 opening of the Prestwick STEM Academy
- Oversight of "Administrative Feedback Survey" process for campus and district leadership

Round Rock Independent School District, Round Rock, TX 01/12 – 06/13
Director of Human Resources, Elementary

Killeen Independent School District, Killeen, TX 07/10 – 01/12
Hay Branch Elementary School PRINCIPAL “TEA RECOGNIZED” 2011, 2012
Reason for Leaving: Promotion closer to home in Georgetown

Northside Independent School District, San Antonio, TX 07/08 – 07/10
Rawlinson Middle School ASSISTANT PRINCIPAL
Acceptable to EXEMPLARY 2010
Reason for Leaving: Spouse's job relocation to Georgetown, TX

Fort Worth Independent School District, Fort Worth, TX <i>McLean 6th Grade Center ASSISTANT PRINCIPAL</i> <i>Reason for Leaving: Spouse's job relocation to SA</i>	07/07 – 07/08
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Austin Independent School District, Austin, TX <i>Covington Middle School ASSISTANT PRINCIPAL</i> <i>Reason for Leaving: Spouse's job relocation to DFW</i>	07/05 – 07/07
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Northside Independent School District, San Antonio, TX 08/02 – 07/05
Sul Ross Middle School TEACHER, TEAM LEADER & DEPARTMENT CHAIR

COMPUTER SKILLS

Word, Power Point, Excel, Publisher, Application Tracking Systems etc.

CERTIFICATIONS

Elementary 1-8; English Language Arts 4-8; Special Education EC-8; Principal EC-12; Superintendent
