

## Jill S. Geiser, Ed.D.

### EDUCATION

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BOSTON COLLEGE Chestnut Hill, Massachusetts  
*Doctor of Education, Professional School Administrator Program, 2014*

TEACHERS COLLEGE, COLUMBIA UNIVERSITY New York, New York  
*Master of Education in Education Leadership, 2006*

UNIVERSITY OF MASSACHUSETTS / BOSTON Boston, Massachusetts  
*Master of Arts in English as a Second Language/Bilingual Education, 1998*

UNIVERSITY OF DELAWARE Newark, Delaware  
*Bachelor of Arts in English, Minor: Spanish, 1993*

### LEADERSHIP EXPERIENCE

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BILLERICA PUBLIC SCHOOLS Billerica, Massachusetts  
*Assistant Superintendent* 2017 - Present

- Curriculum Development
  - Developed Curriculum Review Cycle centering on data analysis and student learning needs to evaluate curriculum.
  - Supervised curriculum coordinators in facilitating teacher teams to develop standards-aligned units of study.
  - Participated in and co-led the *Merrimack Valley Curriculum Exchange*, a regional network of curriculum leaders that share ideas and insights around curricular and instructional programming.
- Professional Development / Educator Evaluation
  - Restructured district's professional development to provide targeted building-based and content-based PD.
  - Managed contracts for PD consultants around PBIS, RTI, educator evaluation, and diversity, equity, and inclusion.
  - Facilitated the work of the Mentoring and Induction Committee to include the evaluation and development of programming to be responsive to the needs of new teachers.
  - Oversaw the implementation of the educator evaluation system district-wide to include training for evaluators.
  - Served on the *Northeast Professional Educators Network* steering committee to provide high-quality professional development to lower-incidence educators from about 20 districts / collaboratives.
- Student Support
  - Developed protocols around behavior supports and interventions for students and a role matrix for social emotional learning teams in collaboration with the special education department and school leadership.
  - Drove consistent implementation of protocols for building leaders to respond to bullying, harassment, and Title IX reports, including investigation procedures, determination guidelines, and follow-up communication.
  - Strengthened implementation of school-wide PBIS and RTI systems to increase student engagement and to ensure struggling students receive targeted and effective interventions and supports.
- Family and Community Engagement
  - Established the District Family Engagement Group with PTO and the SEPAC representatives to support parent/guardian leaders in their collaborative work of leading family engagement efforts at each school.
  - Budgeted for and hired a Family Engagement and Community Outreach Liaison to support family engagement.
  - Assumed leadership roles in *Billerica Partners for Education*, a committee that fundraises and awards innovation grants to teachers, and the *Billerica Substance Abuse Prevention Committee*, a committee consisting of representatives from the Billerica Board of Selectman, Police and Fire Departments.
  - Partnered with Billerica Recreation Department to develop and deliver summer programming that included academics and enrichment.
  - Served on the Board of Directors for the Boys and Girls Club of Greater Billerica.
- Budget and Procurement
  - Worked with the Billerica School Committee and leadership team to develop a responsible district budget of over \$70,000,000 that is responsive to the needs of programs and schools.
  - Procured and managed federal and state grants, including strengthening the programming supported by Title I funds and aligning it with the grant goals.
  - Managed allocation of COVID relief funding in collaboration with Finance Department.
- Collective Bargaining
  - Served on the collective bargaining administrative team to negotiate contracts for teachers and paraprofessionals for 3-year contracts in 2018 and 2022 and a Memorandum of Understanding for school year 2020-2021.

- District-Wide Safety
  - Led the Safety Committee, comprising of school and district leadership and the Billerica Police and Fire Departments to coordinate and review safety protocols and procedures.
  - Reviewed and monitored each school's Emergency Crisis Response Protocol.
  - Provided support as needed to building administrators when responding to safety incidences.
- Visioning and Strategic Planning
  - Worked with the Superintendent and leadership team to facilitate a strategic planning process that included working groups and community forums to identify priorities for the district. Over 60 people, including staff, parents/guardians, community members, and students were involved in the development of the BPS Strategy Plan.

**BOSTON COLLEGE**

Chestnut Hill, Massachusetts

*Senior Instructor*

Spring 2018 - Present

- Taught *Organizational Theory and Learning*, a graduate course in the Educational Leadership department at the Lynch School of Education and Human Development and assisted in the development of online modules for the course.

**ARTHUR D. HEALEY ELEMENTARY SCHOOL (Grades Pre-K – 8)**

Somerville, Massachusetts

*Principal*

2012 - 2017

- Raised overall school performance from the 32<sup>nd</sup> percentile in the state to the 56<sup>th</sup> percentile over a 4-year period.
- Led implementation of a unification plan, which brought two different programs into one unified school. This included strengthening relationships between stakeholders and focusing decisions on advancing the school's mission.
- Managed the supervision and evaluation of teaching staff of 42 and paraprofessional staff of 12.
- Developed and implemented the Multi-tiered System of Supports (MTSS) as the school's primary intervention system.
- Implemented increased ELL programming/servicing, a new Pre-K classroom in collaboration with Head Start, a partnership with Tufts University, and RIDES equity project through HGSE.
- Worked with the SPS Curriculum and Instruction Department on district-level initiatives: Project-Based Learning professional development, NGSS curriculum development, *Student Insights* data system, Schoology Learning Management System, and principal learning sessions.

**AMERICAN INTERNATIONAL COLLEGE**

Somerville, Massachusetts

*Adjunct Faculty*

Spring and Fall 2016

- Taught two graduate courses to the Somerville AIC School Leadership cohort: *Leadership for Professional Development* and *Supervision and Evaluation of Instruction*.

**JAMES F. LEONARD MIDDLE SCHOOL (Grades 6 – 8)**

Lawrence, Massachusetts

*Principal*

2009 - 2012

- Supervised and provided professional development for a teaching staff of 35, focused on standards-based instruction.
- Redesigned ELL instructional programming to increase language support based on state standards for ELL's (ELPBO).
- Redesigned special education programming, resulting in increased IEP compliance and inclusion services.
- Instituted vertical and horizontal teaming and strengthened team relationships to focus on instruction.

**LAWRENCE INTERNATIONAL HIGH SCHOOL (Grades 9 – 12)**

Lawrence, Massachusetts

*Assistant Principal*

2006 – 2009

- Part of a leadership team during the transformation of Lawrence High School from a large comprehensive high school to 6 small schools guided by the 7 essential elements of school improvement as set forth by the district.

**EDWARDS MIDDLE SCHOOL (Grades 6 – 8)**

Boston, Massachusetts

*Principal's Assistant (part time)*

2005 – 2006

- Worked 20 hours a week implementing fundraising efforts, writing grants and producing newsletters.

**NEW YORK CITY PUBLIC SCHOOLS, REGION 10**

New York, New York

*District Administrative Intern, Internship in School District Leadership*

Spring and Summer 2005

**MOTT HALL II MIDDLE SCHOOL (MS 862)**

New York, New York

*Administrative Intern, Internship in School Leadership*

2004 - 2005

**INTERNATIONAL RESCUE COMMITTEE**

New York, New York

*Lead Teacher, Refugee Youth Program*

2003 – 2004

*Youth Program Special Project Specialist, Refugee Youth Program*

2002 - 2003

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## TEACHING EXPERIENCE

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| STUART M. BEVILLE MIDDLE SCHOOL<br><i>ESL Teacher</i>                             | Woodbridge, Virginia<br>2001-2002     |
| RAJABHAT INSTITUTE PETCHBURIWITTAYALONGKORN<br><i>English Language Instructor</i> | Bangkok, Thailand<br>1999-2001        |
| PAGE HIGH SCHOOL<br><i>English Teacher</i>  | Page, Arizona<br>1998-1999            |
| CAMBRIDGE CENTER FOR ADULT EDUCATION<br><i>English Language Instructor</i>        | Cambridge, Massachusetts<br>1997-1998 |
| NEW ENGLAND SCHOOL OF ENGLISH<br><i>English Language Instructor</i>               | Cambridge, Massachusetts<br>1996-1997 |
| UNITED STATES PEACE CORPS<br><i>Education Volunteer</i>                           | Kathmandu, Nepal<br>1993-1995         |

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## CERTIFICATIONS

- Massachusetts State Professional Academic Superintendent/Assistant Superintendent Certification, All Levels
- Massachusetts State Professional Academic Principal/Assistant Principal Certification, K-6, 5-8, and 9-12
- Massachusetts State Provisional Academic Teacher Certification, English, 5-8 and 8-12
- Massachusetts State Teacher and Administrator SEI Endorsement
- Completion of the MCPPO Program's Public Contracting Overview course – May, 2022
- National Institute for School Leadership Training Certificate – June, 2010

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## PRESENTATIONS, PAPERS, PROFESSIONAL AFFILIATIONS

- Presented on preparing English Language Learners for the rigor of AP coursework at the *Prepare: Educating Latinos for the Future of America* College Board Conference, April, 2009.
- Presented on Project-Based Learning at the *Future of Education Technology Conference (FETC)*, January 2016
- Dissertation Research *Turning Around Schools: A View from School Leaders as Policy Implementers* examined the intersection of policy sensemaking and implementation from the perspective of principals.
- Member of the Massachusetts Association of School Superintendents (MASS), the Merrimack Valley Superintendent's Association, the Merrimack Valley Curriculum Leaders Exchange, and the Northeast Professional Educator's Network.
- Mentored Assistant Superintendent in another district through the MASS Assistant Superintendent Mentoring Program.