

# Michael T. Flynn

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## **PROFILE**

Highly dependable, self-motivated, and ethically minded leader. Goal-oriented, detail-minded, able to multi-task and communicate well. Creative, innovative, and forward thinking. Skillful at motivating others to build the capacity for group decision making, problem solving and achieving school and district goals. Technologically literate with ease in using 21<sup>st</sup> century tools and communication strategies.

## **EDUCATION**

### **Education Specialist (Ed.S) Educational Administration and Supervision, March 2013**

University of New Hampshire, Durham NH

### **Master of Science Business Education, December 2008**

Southern New Hampshire University, Manchester NH

### **Master of Business Administration, March 2006**

Southern New Hampshire University, Manchester NH

### **Bachelor of Science, May 2004**

Southern New Hampshire University, Manchester NH

Major – Marketing      Minor – Information Technology

## **New Hampshire Certifications**

Superintendent – 0001

Principal – 0003

Comprehensive Business Education – 0300

## **ADMINISTRATION EXPERIENCE**

### **Timberlane Regional Middle School**

**Plaistow, NH**

#### ***Principal: July 2017 – Present***

Established and maintained a learning climate that is conducive for optimum student performance. Keep the Superintendent informed of the schools various activities, operations and engagements. Prepares the school's annual budget in consultation with the Superintendent and Business Administrator. Support staff development by providing training opportunities. Provide management, organization, guidance and leadership for groups or individual staff members

### **Timberlane Regional Middle School**

**Plaistow, NH**

#### ***Assistant Principal: July 2014 – June 2017***

Assists the Principal with the improvement of the instructional program and inherent supervisory duties. Coordinates curriculum organization and improvement. Evaluates professional staff. Assumes primary responsibility for student discipline. Oversees NHSAS and STAR assessments. Manages safety drills, develops safety procedures, and communicates with local safety agencies.

### **Timberlane Regional High School**

**Plaistow, NH**

#### ***Academic Dean of Business and ICT: July 2013 – June 2014***

Coordinate the development and implementation of competencies based curriculum, instructional strategies and assessments within assigned departments. Develops, organizes, administers, and explains the curriculum, instructional strategies and assessments associated with assigned departments so to align with District, State, and National requirements.

## ***Administration Leadership***

- Formal and informal evaluation of designated personnel
- Manages Timberlane Middle School Budget
- Oversees and enhances the school's web presence while working closely with the district technology department
- Works cooperatively with the Administrative Team in hiring school personnel

- Mentors the staff and has a role in collaboration with the designated evaluator in improving instruction
- Communicates and promotes high expectations for staff and student performance and supports programs and activities that contributes to a positive learning environment
- School Board committee work includes – Curriculum and Assessment, Policy, Facilities, and Safety
- District committee work includes – Transition, Diversity, Cleaner Greener, Enrichment, Block Schedule
- Development and application of Online Learning Days in conjunction with Dr. Wilson

#### ***Curriculum Leadership***

- Collects, organizes, interprets, and shares out data relevant for assigned departments
- Determines the alignment and validity of extended learning opportunities relevant to assigned departments
- Collaborates with the Academic Team to identify and seek necessary resources for successful implementation of curriculum and instructional strategies
- Collaborates with Professional Development Committee in planning, designing, and implementing staff development, i.e., new pedagogy, modeling, differentiated instruction, to support the teaching and learning process
- Collaborates with Academic Deans and the teachers in assigned departments in developing, implementing, and integrating curriculum
- Represents the middle school on the district K-12 curriculum committees associated with assigned departments and other committees

#### ***Community/School Climate Initiatives***

- Promotes the middle school positively throughout the Timberlane community by assisting in the middle school's public relations
- Assisted in Career Day management and organization of 10<sup>th</sup> Grade Career Day with staff, guest speakers, and community
- Enlisted SNHU for College Fair sponsor
- Coordinated with community members for inaugural STEAMing Around the World Event

### **TEACHING EXPERIENCE**

#### **Milford Middle School**

**Milford, NH**

#### ***Computer Technology Teacher: August 2009 – June 2013***

Responsible for daily lesson planning and instruction to meet the 21<sup>st</sup> century needs of students. Set clear classroom policies and procedures to minimize behavior issues. Communicated and collaborated with colleagues, administration, and parents to achieve the highest results for students.

### **UNIVERSITY EXPERIENCE**

#### **Southern New Hampshire University**

**Manchester, NH**

#### ***Adjunct Faculty – Graduate School of Education: March 2016 – Present***

#### ***Classes Taught – School and Community Relations, Facilities and Finance, Leading Creativity and Innovation, Effective Management of Schools, Process and Communication Skills***

Employ instructional methods and guide the learning process towards the achievement of educational goals. Design lesson plans and assign projects for students to deal with real-world constraints. Assess the accomplishments of students on a regular basis. Monitor and evaluate student Electronic Portfolios and results. Establish and maintain an atmosphere conducive to learning by guiding and directing the learning process, being sensitive to the diversity among students, communicating effectively, and supervising student activities.

#### **Harvard University - Extension School**

**Cambridge, MA**

#### ***Teaching Fellow – January 2011 – Present***

#### ***Classes Taught – Marketing Management, International Marketing***

Assist in the coordination, planning, preparation, presentation, and evaluation of classroom instruction and related activities. Manage class website, course material, and social networks (class Facebook, Twitter, Canvas). Ensure that each class contains essential curricular components, has appropriate content and pedagogy, and maintains currency. Assist in maintaining an intellectually enthusiastic and stimulating classroom environment and atmosphere.