

MARK REFORD
4711 Fulton St. N.W.
Washington, DC 20007
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ADMINISTRATIVE EXPERIENCE

- 2008 - 2009** **Head of School, City Collegiate Public Charter School, Washington DC**
- Responsible for day-to-day operations of 6 – 8 Middle School (over 60% free and reduced lunch) in its 3rd year of operations with an 11 member Board
 - Supervise a budget of \$1, 400, 000 and prioritize the spending of \$215, 000 of Title funds
 - Manage all facilities and rentals, including re-negotiating lease to allow for the opening of an Upper School and to gain school access to gym facilities
 - Manage contracts with all school vendors, including school lunch program and technology support
 - Run all external testing (DC CAS tests and bi-annual NWEA MAP tests)
 - Responsible for all compliance documents for NCLB, The State Board of Education and The DC Public Charter School Board
 - Direct school's relations with local community organizations, The Charter Board, DCPS and various non-profit support groups
- 2007 - 08 **Consultant, City Collegiate Public Charter School:**
- Renovated the 7th, 8th grade curricula and create 6th grade curriculum
 - Wrote a new Charter School Board Accountability Plan to grow the school from a 7th and 8th grade middle school to a 6th through 12th grade institution
 - Planned and ran all student recruitment, including working with local public elementary feeder schools
 - Built a new faculty and staff team for the next academic year
 - Worked with Board consultant to re-focus Board on its key role in supporting the school's mission, the HOS, and create 08 – 09 budget
 - Organized move to new site and executed complete transformation of school's technology infrastructure
 - Created new Employee and new Student Handbooks with the school's pro bono lawyers
- 2006 – 2008 **Academic Dean, Sidwell Friends Upper School:**
(Appointed for two years whilst school re-evaluated the curricular administration of the Pre-K – 12th grade program)
- Directed a team of Middle School and Upper School faculty and administrators to create a new 7th – 12th grade master schedule
 - Initiated and supervised a full renovation of the academic / social transition process between Middle School and Upper School and harmonized learning/tutoring support practices between the two divisions
 - Planned and directed a complete, faculty-lead curriculum review of the High School and a review of Learning Support services

- Organized and ran new booking / tracking system for US and Arts Center facilities bookings
 - Initiated technology drive to make the offices of the Academic Dean, Dean of Students and Registrar paperless through on-line access to all information
 - Initiated and supervised a complete revision of all procedures governing academic life in the US, and for learning support services for the whole school, pre-k to 12th grade
- 2005 – 2006 **Acting Dean of Students, Sidwell Friends Upper School:**
- Developed new procedures for managing conduct at dances with the Parent’s Association and Student Senate
 - Supervised faculty duties and supervised US Emergency Plan
- 2001 - 2005 **Assistant Dean of Students, Sidwell Friends School US:**
- Directed major school-wide events - dances, special days, town meetings, club events, Founder’s Day, with HoS’s office and relevant Principals
 - Overhauled the point demerit system that regulates student conduct
 - Initiated new procedures for the planning and oversight of all off-campus student trips
 - Supervised year-long orientation class for faculty and staff new to the upper school
- 1998 – 2005 **Director of Student Activities, Sidwell Friends School US:**
- Created a Leadership Retreat for club leaders and athletic team captains
 - Instituted a series of new traditions to enhance community spirit including an annual club fair and club assemblies

TEACHING EXPERIENCE

- 1997 – 2008 **Teacher, Sidwell Friends School, Washington DC:**
 Taught English classes in all upper school grades and senior electives on Colonial and Post-Colonial African Literature, the search for social justice in the work of George Eliot and D. H. Lawrence and on the remembrance of the Holocaust
- 1996 – 1997 **Teacher, The Hackley School, Tarrytown NY:**
 Taught Senior English and AP classes.
- 1993 – 1996 **Teacher, Director of the Writing Center, Cross Country Coach, Georgetown Day School, Washington DC:**
 Responsibilities involved teaching upper school expository writing as well as material ranging from Homer and Chaucer to contemporary African Writers.
- Initiated a significant reorganization of department’s curriculum
- 1990 – 1992 **Assistant Professor, Dept. of English Literature, Moscow State University:**
 Taught core lecture courses on nineteenth and twentieth-century British and Irish literature as well as seminars on Critical Theory and Aesthetics. Consulted with the department on the planning of a post-Soviet English Literature curriculum
- 1987 – 1990 **College Tutor, The University of Oxford, England:**
 Taught undergraduate courses on Modern Literature and Critical Theory

1987 – 1989 **College Tutor, Stanford University program in Oxford, England:**
Directed seminars on the Modernist Novel and Irish Literary History

ADDITIONAL PROFESSIONAL EXPERIENCE

Committee Work

- 2006 -2007 **Clerk of the Scheduling Committee:** this committee was charged with drawing up a new master schedule for both the Middle School and Upper School to allow for the creation of 7th – 12th grade departments
- 2006 - 2008 **Local School Restructuring Team, Horace Mann Elementary School, Washington DC:** parents and faculty elected to assist the Principal in formulating the school's strategic response to DCPS planning initiatives
- 2005 – 2006 **Clerk of the Self-Study Committee “School and Community”** that dealt with the culture of the school, admissions and financial aid; this committee pioneered new questions related to diversity in the student body for The Association of Independent Maryland Schools: the clerk's role involved working with pre k – 12th grade faculty, the Parents Association, students and the Alumni Association
- 2002 – 2004 **All-School Curriculum Committee,** Upper School representative: elected by the faculty and administration to represent the Upper School in oversight of the PK – 12th grade curriculum
- 2003 Upper School representative on the working group that re-organized school's after-school and summer programs to maximize income
- 2002 – 2003 School Technology Committee: formulated an IT program to meet classroom needs
- 1999 – 2001 Clerk, The Student Life Committee: evaluated student experience in US
- 1998 – 1999 The Committee on the Faculty: one of five faculty members who drew up a new management structure for the Quaker governance of US life

Selected Conferences / Institutes

- 2005 Warren Family Foundation Fellowship, Houston Holocaust Museum / University of Texas
- Summer 2002 Participant, Independent School Management Summer Institute: Balancing Roles as Dean of Students
- Winter 1999 Consultant, Educational Testing Services, Princeton NJ, for the setting of new guidelines for the Comprehensive Testing Program IV
- Summer 1995 Participant at the annual Conference on Learning Disabilities, The University of North Carolina Medical School, Chapel Hill

EDUCATION

- 1992 University of Oxford, England, D. Phil. And M.A., English Language and Literature
- 1984 University of Oxford, England, B. A. Honors First Class, English Language and Literature

DOCTORAL DISSERTATION

Faith in Works: Autobiography and History in the Poetry of W. B. Yeats

HONORS, PRIZES AND FELLOWSHIPS

- 2005 Sidwell Friends Venture Grant: six-week summer professional development grant to create a senior multi-disciplinary elective course on the remembrance of the Holocaust in literature, film, art and architecture
- 1990 Scholarship, School of Criticism and Theory, Dartmouth College
- 1988 Yeats Society Fellowship, Yeats Summer School, Sligo, Ireland
- 1988 Una Goodwin Research Fellowship, St. Anne's College, Oxford
- 1986 Olwyn Rhees Research Scholarship, St. Anne's College, Oxford
- 1985 Major State Scholarship, Department of Education, Northern Ireland
- 1984 First Class, Final Honors School, University of Oxford
- 1983 Herbert Plumber Scholarship, St. Anne's College, Oxford
- 1982 First Class, Honor Moderations, University of Oxford
- 1981 Gamble Scholarship, St. Anne's College, Oxford

PUBLICATIONS

The Oxford Literary Review, vol. 12, 1990, "Freud and the Literature Machine"

PERSONAL

Married for twenty years to my wife Lisa (journalist), two children, Emma (10) and Saskia (7)

Favorite pursuits: running, swimming, cross-country skiing and gardening

REFERENCES

Bruce Stewart, Head of School, Sidwell Friends School
Jeff Guckert, Upper School Principal, Sidwell Friends School
Bryan Garman, Head of School, Wilmington Friends School
Gayle Williams, Middle School Principal, Bishops School, La Jolla CA
Anne Renninger, Athletic Director, Sidwell Friends School