

JAMES R. (Randy) Glaze

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CAREER OBJECTIVE:

A challenging position in the education arena which will allow me to utilize my professional experience, and organizational skills with an emphasis on quality and productivity.

EDUCATION:

1973	University of Alabama, Tuscaloosa Bachelor of Science in Mathematics	1976	University of Alabama, Birmingham CASE, Education Administration
1974	University of Alabama, Tuscaloosa Masters of Arts in Mathematics, Secondary Education and Educational Leadership	1992	University of Alabama, Birmingham Ph.D., Educational Leadership

WORK HISTORY:

1998 – Current

Lawson State Community College

Mathematics Instructor
Director of Institutional Self-Study
Director of Institutional Research and Evaluation
Dean, Educational Support Services

Birmingham Public School System

1996 – 1998

Principal, Huffman High School

Responsibilities: Coordinate all school activities for 1,500 students and a staff of 160 educators. Duties included (but were not limited to) the hiring, motivation and termination of faculty, scheduling of classes, exacting compliance of school curriculum, and ensuring state mandate rule enforcement for student attendance. This position required the unique ability to communicate effectively and solve problems diplomatically.

- Inspired students' pride in quality and quantity of their work based on mutual expectations derived by the instructor, students and parents.
- Worked to improve school moral by encouraging healthier parent, teacher relations resulting in a phenomenal increase in attendance at Parent Teacher Association meetings.
- Complemented required curriculum with projects and fundraisers centered on student interests.

1992 – 1996

Coordinator of Testing Program and Pupil Accounting
- Birmingham Board Of Education

Responsibilities: Coordinate testing activities for all Birmingham City Schools and act as liaison with various divisions in the central office and local schools where pupil accounting is concerned.

- Implemented and maintained a system of checks and balances for district wide group testing programs in the areas of administration, security, scoring, preparation and interpretation.
- Implemented improved alternatives to outdated operational procedures for local school offices.
- Computerized database, scheduling, attendance and grade reporting at local school level.
- Trained school secretaries to use administrative software and introduced many to use of word processing software.
- Planned, organized and controlled staff development activities as related to the implementation and expansion of the McGraw-Hill School System administrative software.
- Provided consultant services to those divisions which indicated a need, or interest to implement or expand the McGraw-Hill School System administrative software.
- Assisted in the preparation of bid specifications for all hardware and software related to the McGraw-Hill School System administrative software.

1980 – 1992

Coordinator of Testing Programs for All Birmingham City Schools
- Birmingham Board Of Education

Responsibilities: Coordinate all testing materials needed for execution of the standardized achievement tests and exit exams given to all students in the Birmingham City School system. Duties included distributing test materials and providing statistical data as feed back to each school.

- Prepared memoranda, check lists and instructions to teachers, counselors and principals for use in the various testing programs.
- Provided training for teachers, counselors and principals in test administration.
- Prepared detailed charts/forms used in my conducting of workshops for parents, teachers, counselors and administrators to explain and interpret test results.
- Served as an advisor to teachers, counselors, principals and administrators in the utilization of test results for improvement of skills.

- Collected data from test administration; provided Chapter I personnel with information needed for evaluation of federal programs.
- Member of the State Testing Advisory Committee.

1976 – 1980

Classroom Teacher, William J. Christian School, Grade 6-8 Mathematics

1974 – 1976

Classroom Teacher, Carver High School and Parker Night School
Title I Evaluator