

EDUCATION BACKGROUND

Ph.D. in Educational Administration, concentration in School Personnel Administration, School Law, and Urban Education, The University of Iowa, Iowa City, IA

Dissertation: *An Identification and Comparison of Problems Encountered by Black and Women School Superintendents*

Georgia State University, Atlanta, GA, Master's Program in Educational Administration

B.S in Health and Physical Education, Central State University, Wilberforce, OH

OHIO STATE DEPARTMENT OF EDUCATION CERTIFICATIONS

- High School Principal
- Assistant Superintendent
- E.A.S. School Community Relations
- E.A.S. Educational Staff Personnel Administration
- E.A.S. Educational Research
- Health Education (K-12)
- Physical Education (K-12)

TEACHING EXPERIENCE

2007 – present Huber Heights City Schools (Huber Heights, OH)

- *SUBJECTS*: Substitute Teaching, All Subjects (K-12), Tutoring, English, Science

1973 – 1975 Atlanta Public School System (Atlanta, GA)

- *SUBJECTS*: Physical Education, Health, Self Defense Rape Class, Coached Softball

1971 – 1972 Dayton Public School System (Dayton, OH)

- *SUBJECTS*: Physical Education, Body Management

ADMINISTRATIVE EXPERIENCE

1/2007 – 6/2007 **Coordinator Post-Baccalaureate and Master's Program**, Central State University West Campus, Dayton, OH

- Serve as advisor and liaison for College of Education to West campus students and faculty
- Review student records for admittance
- Collaborate with academic departments for implementing operational procedures
- Monitor and order text books for faculty
- Report to Dean of the College of Education regarding progress and needs at West Campus
- Participate in faculty planning meetings

1995 - 2005 **Assistant Principal**, Columbus Public Schools – Columbus, OH

- Assisted the Lead Principal in daily operations of the school
- Monitored and enforced school rules on a daily basis
- Facilitated staff development
- Participated in faculty planning meetings of short and long range goals
- Homecoming Assistant Chair and Open House Chair

Rita Clark-Chambers, Ph.D

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- Coordinated Honor Roll assemblies and supervised extra curricular activities
- Monitored substitute teacher coverage
- Conducted teachers evaluations
- Sophomore Administrator (activities, discipline, and goals) focus on goals- 94% attendance rate, 100% matriculation rate, quarterly credit checks for Sophomores to assure that students are on target academically

ADMINISTRATIVE EXPERIENCE (continued)

1992 - 1995 **Assistant to the Director**, Ohio State University Multi-Cultural Program / Center for Teaching Excellence, Faculty and TA Development Unit, Columbus, OH

- Facilitated programs which support the faculty and departments
- Recruited, interviewed, and hired student employees
- Conducted campus wide meetings and programs
- Directed and conducted research into multicultural teaching techniques
- Conducted workshops for faculty and TA's on methods and techniques of curriculum delivery
- Served as Liaison between director and university administrators
- Responded to internal communiqué
- Maintained records for programs and provided appropriate reports
- Disseminated instructional print and film materials to faculty and teaching assistants

1988 - 1992 **Assistant to the Director**, The Ohio State University – Center for Teaching Excellence, Columbus, OH

- Provided general and specific management for the Director's office
- Coordinated University Center committee and council meetings
- Compiled data for annual reports and monthly reports to the Provost
- Researched and drafted speeches for the Director to present
- Represented the Director in her absence
- Composed and distribute meeting minutes
- Researched and analyzed data for special projects

SPECIAL TRAINING

Online courses:

- "Using Technology to Support Research and Presentation," Ashland University, January – February, 2005
- "Distance Learning through Videoconferencing," Ashland University September – December 2004

Seminars:

- "Project Management," Administrator's Seminar, Ashland, University, January – June 2004
- "Speech Writing," The Ohio State University, 1991
- "Managing Professional Growth," Ohio State University Office of Career Development, 1991

SERVICES RENDERED/SPECIAL PROJECTS

Services Rendered - Ohio State:

- Member: Nominating Committee to the Executive Committee of the Association of Faculty and Professional Women, 1990
- Conducted "Teaching for Black Student Retention Workshop" for Faculty, 1990 – 1991
- Pre-grant Proposal Reviewer for Affirmative Action Award, 1992

- Professional Mentor, University Program, 1998 -1990

SPECIAL COMPETENCIES

Proficient knowledge of programs for middle school, secondary, and higher education

A leadership style that is colligate and innovative

Experience in interacting with a diverse population of students, faculty, and staff

Highly skilled in problem solving and mediation

Able to motivate, take initiative and follow through within strict timelines

Self motivated and a proven track record for high moral ethics

TECHNICAL SKILLS

- Windows XP, Paradox - (Grade analysis software), SCT Banner, MS Office 2007 Word, Excel, and PowerPoint