

**Linda Bernard**

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**CAREER HISTORY*****Ultisim Education***

COO and Chief Learning Officer

Nov 2021 - current.

***I am on the business advisory board of SparkNC, an NC-based non-profit organization. We recently won first prize for Impact in the 2024 Education Innovation Showcase at the ASU+GSV Summit.***

***Canterbury School - Greensboro NC***

Director of Middle School

July 2019 – Nov 2021

I provided thoughtful, visionary, and collaborative instructional leadership for the middle school (5<sup>th</sup> – 8<sup>th</sup> grade), nurtured positive relationships with all constituent groups, effectively managed the division's daily operation, and served as its communicator-in-chief. I was a crucial part of the planning and implementing the School Improvement Plan and was responsible (with the Academic Dean, Director of Lower School, and Headmaster) for implementing this plan as it pertains to the Middle School.

I was responsible for the recruitment and selection of teaching and support staff.

I monitored and assessed all 5<sup>th</sup> – 8<sup>th</sup>-grade teaching and support staff's performance through goal-setting meetings and classroom observations. Professional development was tailored to the individual teacher based on their annual goals.

I was a visible presence at the school, actively seeking parent feedback and input and ensuring that all parent communication was timely and informative.

I ensured the quality of the curriculum and the achievement of education targets by encouraging new developments in the curriculum in accordance with the school's mission and values.

I focused on pupils' achievement, using data and benchmarks to monitor their progress.

I created the teaching schedule and implemented changes to it annually (or as needed). I have also maintained the academic side of the website in the past.

I planned, managed, and monitored the curriculum within the agreed budget, setting appropriate targets for improving school performance.

I promoted self-discipline and proper regard for authority. I encouraged positive, responsible student behavior.

I arranged and conducted parent information evenings and meetings to discuss curriculum and student issues.

I held weekly subject-level and divisional meetings with faculty. I also conducted professional development meetings for faculty and collaborated with the Academic Dean and Lower School Director to present school-wide professional development.

***Buckley Country Day School – Roslyn NY***

Assistant Headmaster & Head of Upper School July 2015 – July 2019

Director of IT (July 2013 – July 2016)

In addition to the list above, I worked collaboratively with the Director of Diversity to uphold and implement the school's policies on equal opportunities and diversity. I was also actively involved in the school's ten-year NYS AIS

accreditation.

This list should highlight important areas of my job; however, it is by no means exhaustive. I am always ready to take on whatever challenges come my way. For example, when our 7<sup>th</sup> and 8<sup>th</sup>-grade mathematics teacher took maternity leave and we could not find a suitable substitute, the headmaster asked me to take on these classes for the first half of the year, and I readily accepted. I have been incredibly successful at balancing the many duties expected of the head of the division and other responsibilities given to me. In addition to my title of the head of the division and becoming the 7<sup>th</sup> and 8<sup>th</sup>-grade math teacher, during my tenure as Head of Upper School at Buckley, I have been the Director of IT, the leader of the Model UN program, the leader of Buckley's robotics program, a substitute 6<sup>th</sup>-grade teacher, and the communicator-in-chief and academic leader of my division.

### ***Cayman Prep and High School – Cayman Islands***

Mathematics Teacher, Chair of Computer Science, Director of IT

**September 2007 – July 2013**

I taught Algebra 1, Geometry, Algebra 2, Precalculus, and Calculus to students in grades 7 to 12.

I taught Computer Science and Robotics to students in grades 7 to 10.

I was the Computer Science Faculty chair, responsible for two teachers and planning and implementing the Computer Science Middle and High School Curriculum (grades 7 – 12).

I developed and implemented the educational technology curriculum goals for all students by designing effective instructional technology practices, demonstrating them, and training teachers. I was a senior leadership team member, reporting directly to the Headmaster. I managed all aspects of the school IT infrastructure.

### ***Phoenix International School – Malawi, C. Africa***

4<sup>th</sup> Grade Homeroom Teacher July 1999 – July 2007

## **ACADEMIC QUALIFICATIONS & CERTIFICATIONS**

### **Certificate in Advanced Educational Leadership (2018/19)**

*Harvard Graduate School of Education*

Courses include: Leading Learning (Feb 2018)

Developing Myself (May 2018)

Leading for Excellence and Equity (Sept 2018)

Driving Change (Feb 2019)

### **Certificate in Leading Schools (2019 - 2021)**

*Harvard Business School & Harvard Graduate School of Education.*

### **Aspiring and New School Leaders Certificate (2017)**

*Harvard Professional School of Graduate Education*

### **M.S. Instructional Design and Technology (2012/13)**

Walden University

### **Bachelor of Education (2000/2004)**

Mathematics and Educational Management

University of South Africa

### **Bachelor of Pastoral Counseling (2004/2006)**

University of Sedona

### **Harvard Graduate School of Education Professional Development Courses**

Education Redesign (Oct 2016)

Improving Math Instruction through Feedback (Feb 2017)

