

DOUGLAS W. SHOUSE

1029 Pebble Beach Drive
Mansfield, Texas 76063
817-269-6028(Cell)

University of North Texas Dallas
7300 Houston School Road
Dallas, Texas 75241

W-972-338-1335
douglas.shouse@unt.edu

AREA OF EXPERTISE

I have years of experience in the areas of public school administration, instructional leadership, human resources, communication, and staff development. I have developed strong relationships with the Superintendents in the area school districts as I work with them to develop a “Grow Your Own” program within their district to develop their leadership potential from their district’s resources. My passion is training teachers in the area of leadership and instructional strategies so they can lead others in moving today’s students to achieve at their greatest capabilities.

1. EDUCATION AND CERTIFICATION

| | | |
|------|---|--|
| 1984 | North Texas State University Denton, Texas | Ed.D. Educational Leadership and Administration |
| 1974 | North Texas State University Denton, Texas | M.A. Public School Administration |
| 1966 | Arlington State College Arlington, Texas | B.A. Major. English Minor: History |

Professional Superintendent, Professional Mid-Management Administrator, Provisional High School English and History

11. PROFESSIONAL EXPERIENCE

| | | |
|---------------------|--|------------------------|
| 2006-Present | University of North Texas Dallas Dallas Texas | Senior Lecturer |
|---------------------|--|------------------------|

| | | |
|------------------|--|---------------------------|
| 2003-2006 | The University of North Texas Denton, Texas | Executive Lecturer |
|------------------|--|---------------------------|

| | | |
|------------------|--|--|
| 2000-2003 | Carrollton-Farmers Branch Independent School District Carrollton, Texas | Special Assistant to the Superintendent |
|------------------|--|--|

- Completed special initiatives and assignments on behalf of the Superintendent

| | | |
|-------------------------------------|--|-------------------------------|
| April 1997 - August 1997 | Carrollton-Farmers Branch Independent School District Carrollton, Texas | Interim Superintendent |
|-------------------------------------|--|-------------------------------|

. Performed all duties and responsibilities associated with the position of Superintendent of Schools

1992 - 2000

**Carrollton-Farmers Branch
Independent School District
Carrollton, Texas**

**Associate Superintendent for
Administration\Personnel**

- Provided for effective communication with the office staff, district employees, media, community, and the School Board
- Assisted in developing district goals and objectives
- Assisted in developing long and short-range plans for district growth and improvement
- Provided leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals
- Worked cooperatively with others to meet personnel needs essential to the success of school improvement efforts
- Contributed to district wide school improvement efforts and the attainment of campus performance objectives as a member of the Superintendent's cabinet
- Directed the planning, implementation, and evaluation of district programs for recruitment, selection, orientation, and assignment of district employees
- Monitored the district's staff appraisal systems and supervised the dissemination of appraisal instruments
- Reviewed and made recommendations regarding policies and procedures for salary benefits, supplements, and other personnel functions
- Monitored the extent to which the district's personnel policies and procedures were implemented uniformly and consistently
- Implemented personnel procedures which complement and facilitate the instructional goals of the district
- Ensured that all federal and state statutes applicable to equal employment opportunity and minority hiring practices were carefully observed
- Directed the school district's student teacher program with appropriate assignment, orientation, and evaluation of student teachers and supervisory teachers
- Conducted surveys for the purpose of salary adjustment, organizational re-structure, updating job descriptions, and reviewing personnel procedures and evaluations
- Directed orientation programs for employees new to the school district
- Directed the preparation of personnel information disseminated within and outside the district
- Directed the substitute teaching program in the district
- Assisted administration in their supervision of professional, paraprofessionals and auxiliary personnel to assist them in obtaining and retaining qualified personnel in their departments
- Prepares the Superintendent's personnel recommendations for Board action
- Coordinates the compiling of data for the preparation of reports as required by national, state, and governmental agencies
- Maintains personnel records as required by the Texas Education Agency and Board policies and prepares necessary reports accordingly
- Prepares district's staffing information and projections for the annual budget for the Superintendent's and Board of Trustees' consideration and review.(\$60 million plus)
- Articulates the district's mission and vision to the community and solicits its support in achieving them

- Initiates activities to meet district/community needs
- Encourages campuses and programs to be self-directed and focused on the district's mission
- Provides for two-way communication with district personnel
- Attends and participates in all board meetings
- Communicates with the district's attorney on matters in litigation or potential litigation except as otherwise directed by the Board
- Defines the duties of personnel

1988-1992

Arlington Independent School District, Arlington, Texas
Executive Director of Personnel

- Initiated and implemented the revision and expansion of personnel procedures for recruiting, screening, and identifying qualified applicants
- Supervised the evaluation, revision, and implementation of new salary and benefit packages
- Introduced and implemented new computerized system for centrally controlled substitute management
- Supervised the preparation/maintenance of personnel records/reports required by governmental agencies
- Assist administrators with the assignment, reassignment, contract renewal, and proposed non-renewal of employees...direct employee orientations
- Analyze staffing needs and projections for approximately 4900 employees...prepare and recommend to the Board of Trustees an annual personnel budget of over 120 million dollars
- Prepare and recommend to the Board of Trustees new and revised (TASB) personnel policies and all Board agenda items related to personnel
- Recommend to the Board of Trustees, implement, and communicate to all staff the annually approved (TASB) salary compensation model and employee benefits.
- Communicate recommendations to the Board of Trustees and implement personnel practices that support the district's instructional mission...in meeting instructional programming and staffing needs, enhancing staff morale, complying with federal and state statutes and Board policies, and monitoring the budget
- Direct the preparation of job descriptions, handbooks, and other required information for district employees...facilitate communication through individual and group meetings
- Supervise the administration of the TTAS and the Career Ladder program...supervise the Student Teacher Program...Mentor Teacher Program

1986-1988

Martin High School, Arlington, Texas
Principal

Responsible for total programming and operation of the school including: staffing and staff development, teacher evaluation., student curricular and extracurricular activities, curriculum development, master scheduling, master calendar, school finances, facilities and grounds for student enrollment of 2400

1979-1985

Gunn Junior High School, Arlington, Texas
Principal

1976-1978

Gunn Junior High School, Arlington, Texas
Assistant Principal

1974-1976 **Sam Houston High School, Arlington, Texas**
Teacher and Coach

1967-1974 **Carter Junior High School, Arlington, Texas**
Teacher and Coach

SPECIAL SERVICES AND AWARDS

1996-2000 Speaker at numerous public events pertinent to "State of Schools."
1995 Presenter at the Arlington Public Schools Administrator Academy, Arlington, Texas, May 1995
 "Time Management"
1994 Presenter at the Regional School Board Workshop for Regions IX, X, and XI - University of
 North Texas, "Grievance Procedures and the Board"
1993 **Awarded the "Outstanding Alumni Award for 1993 by the Department of Education at the**
 University of North Texas, Denton
1992 Member of the Total Quality Steering Committee charged with the implementation of the
 Total Quality Process in Arlington Public Schools ... trainer-of-trainers
1991 Presenter at the Regional School Board Workshop For Regions IX, X, and XI - University of
 North Texas "The Role of the School Board in Personnel"
1990-2003 Adjunct Professor - University of North Texas, Department of Educational Administration.
 Subjects taught - Leadership and Evaluation and School Management and Public Relations
1989 Presenter at the American Association of School Personnel Administrators Conference in
 Cleveland, Ohio
1988 Member of Board of Directors for Texas Christian University's Principal Center
1987-88 Adjunct Professor-Texas Christian University, Department of Educational Administration.
 Subject taught -School Business Administration
1987 Presenter at the NTSU Assistant Principals' Conference
1987 Member of Texas Association of Secondary School Principals Secondary Curriculum
 Committee
1986 Arlington Public Schools Pyramid Project Committee
1985 Member of the Board of Directors for North Texas State University Professional
 Administrators and Supervisors Council
1985 Presenter at the TASSP summer conference
1985 Awarded school yearbook dedication - Gunn Junior High School, Arlington, Texas
1985 National PTA Phoebe Apperson Hearst Outstanding Educator Award Nomination
1984 National PTA Phoebe Apperson Hearst Outstanding Educator Award Nomination
1984 Awarded Honorary Life Membership by National Congress of Parents and Teachers
1981-82 President Arlington Public School Administrators Association
1980 Awarded Texas Life Membership by Gunn Junior High PTA. Arlington, Texas
1977 Awarded school yearbook dedication - Gunn Junior High School, Arlington, Texas
1973 Awarded school yearbook dedication - Carter Junior High School, Arlington, Texas
1960 Awarded Ball Scholarship for student achievement and merit· Baylor University, Waco,
 Texas
1960 Awarded athletic scholarship (football) - Howard Payne University, Brownwood, Texas

PROFESSIONAL PAPERS AND PRESENTATIONS

"Time Management". Presented at the Arlington Public Schools Administrator Academy.

"Grievance Procedures and The School Board". Presented at the Regional School Board Workshop for Region IX, X, and XI - University of North Texas.

"Communication: Fact or Fiction". Presented at the Annual Language Arts Conference - University of Texas at Arlington

"The Role of the School Board in Personnel". Presented at the Regional School Board Workshop for Regions IX, X, and XI - University of North Texas.

"How Public School Administrators Cope With Stress". Presented at the American Association of School Personnel Administrators Conference in Cleveland, Ohio.

"Role of the Assistant Principal" Presented at the North Texas State University Assistant Principal Conference..

"Stress Identification and Resolution" Presented at the Texas Association of Secondary School Principals annual meeting, Austin, Texas

"Managing the First Day of School: A component of Professional Training" Presented at the American Educational Research Association annual meeting, New Orleans, La.

I

"A Comparative Study of the Perceptions of Junior High Principals in the State of Texas. Their Spouses, and Student Counselors in Regard to Stress in the Daily Work of the Principal" Doctoral Dissertation, North Texas State University

PROFESSIONAL REFERENCES

**Mr. Bob Luna, School Attorney
Carrollton-Farmers Branch ISD
441 North Central Expressway
Dallas, Texas 75205
214-521-8000 (work)**

**Dr. John Brooks
College of Education
Educational Administration
University of North Texas
940.565.2951
John.brooks@unt.edu**

**Dr. Janie Huffman, Assoc. Prof.
Associate Program Coordinator
Educational Administration
University of North Texas
940-565-2832
Janie.huffman@unt.edu**

**Dr. Richard Fossey. Prof.
Higher Ed./Educational Adm.
University of North Texas
940-565-2514
richard.fossey@unt.edu**

OTHER REFERENCES WILL BE FURNISHED UPON REQUEST