

KATHY KNIGHT BURNS

43508 Ratliff Road
Callahan, FL 32011

Telephone: (904) 879-4781
E-mail: kburns4293@aol.com

SUMMARY:

Experienced educator with a diversified background
Responsibilities have included budget approval, the presentation of educational workshops, grant writing and leadership roles
A self-starter who insists on top performance

QUALIFICATIONS:

- Working knowledge of the Budget Process
- Experience as a board member
- Active Community Involvement
- Experience with Exceptional Education Students
- Experience in the preparation and presentation of workshops for educators in the areas of: Sunshine State Standards, Writing Assessment, Integrated Learning Activities, and Team Building
- Good management, sound judgment and high integrity
- Doctorate Degree

EDUCATION:

2009	Nova Southeastern University Doctor of Education	Jacksonville, FL
2002	Nova Southeastern University Educational Specialist Degree	Jacksonville, FL
1994	University of North Florida Masters Degree – Elementary Education	Jacksonville, FL
1990	University of North Florida Bachelors Degree – Elementary Education	Jacksonville, FL

PROFESSIONAL EXPERIENCE:

2016 – Present Superintendent of Schools - Nassau County, FL

2004 – 2016 Elementary Teacher Woodbine, Ga.
 Woodbine Elementary School

- School Leadership Team Member
- Target Grant Recipient
- SeaPerch Robotics Grant Recipient
- Northrop Grumman STEM Grant Recipient
- Teacher of the Year 2008, 2014

2001 – 2005 Executive Director Yulee, FL

ARC Nassau

- Creation and Management of \$1.5M Budget
- Client Services
- Community Relations
- Fundraising
- Contracting Negotiations with RESPECT of Florida and other agencies
- Legislative lobbying
- Grant Writing
- Employee Management
- Able Trust Grant for adults with disabilities – Established Teacher Supply Store
- EVE Award Nominee

1998 – Present Nassau County School Board Fernandina, FL

School Board Member

- Completed 21 hours for Master Board Certification
- Completed 120 hours for Certified Board Member Program
- Initiated a Technology Review Process for the School Board
- Reviewed and updated over 200 school board policies
- Wrote and received a Mentoring Grant in the amount of \$20,000 for area middle and high schools
- Wrote and received a \$500 mini-grant for High School Exceptional Education Students
- Budget and Finance – participate in the review, adoption, and monitoring of \$160M budget
- Serve on selection committees for architects and other contract services
- Establish and present annual legislative priorities to local and state representatives
- Established the Nassau County School Board Educational Enhancement Grant Program
- SACS Accreditation Team Member

1990 – 1998

Elementary Teacher

Callahan, FL

Callahan Intermediate School

- 4th and 5th Grade Exceptional Education Teacher
- 4th and 5th Grade Classroom Teacher
- 4th Grade Title One Teacher
- 4th Grade Writing Instructor
- Organized and lead the schools “Jump Rope Team”
- Initiated and chaired the “Rhythm Rockers” – a performing arts team
- Teacher of the Year 1992
- School Improvement Chairperson 1992 – 1994
- Wrote and received grants totaling over \$5000 for classroom projects
- Presented workshops for educators in the areas of: integrated learning, Sunshine State Standards, Writing, and School Improvement

COMMUNITY ACTIVITIES:

- **Take Stock in Children Board Member**
- **Northeast Florida Fair Association Member**
- **Friends of the Library – Member**
- **Bryceville Community Club – Member**

EXTRA CURRICULAR ACTIVITIES:

Baking, Beach, and Thrift Store treasure hunting