

***WORK EXPERIENCE***

**Blatchley Middle School Counselor, Sitka School District 08/2020- Present**

- Built the Master Schedule
- Scheduled students in appropriate sections using MAP data and grade level teacher input
- Act as student and parent advocate and liaison to find appropriate services within the district and community
- Provide individual and small group counseling in the areas of education, career and social/emotional resiliency
- Acted as the touch person for new teachers, answering any questions they had about the building and providing training on our SIS, etc.
- Developed and ran professional development about our various intervention systems
- Oversaw the implementation of our SEL curriculum
- Collated data from our intervention screener to identify students in need of both behavioral and academic interventions
- Continued development and implementation of PBiS and MTSS practices school wide
- Co-ordinated with elementary and high school counselors for grade level transitions
- Collaborated with outside agencies to ensure students and families received the support they need in and outside of school
- Developed a brochure introducing our school to new-to-district families as part of a comprehensive plan to help ease the transition for Coast Guard families transitioning to their new duty station
- Developed and oversaw a youth mentoring program, Blatchley SOS, teaching kids signs to look for and actions to take in case a peer is suicidal/ looking to self-harm

**Blatchley Middle School Assistant Principal, Sitka School District 08/2017-05/2020**

- District 504 Coordinator
- District Gifted and Talented Coordinator
- Develop Master Schedule and Student Scheduling
- School Athletic Director
- Developed and coordinated yearly weeklong schoolwide community service projects
- Developed and coordinated yearly weeklong exploration sessions throughout the community
- Shared building test coordinator duties
- Oversaw Paraprofessionals across all their different responsibilities
- Shared student discipline, restorative practices etc.
- Shared Teacher evaluation duties
- Frequently ran staff-wide meetings and professional development days
- Ran parent and grade level meetings to talk about student discipline and academic issues
- Help develop and implement PBiS and MTSS practices school wide
- Mentor new to the profession teachers and administrators in training
- Implemented districtwide initiatives to improve school climate
- Implemented districtwide initiatives to close the achievement gap
- Helped to maintain an effective learning climate
- Facilitated IEP Meetings between parents, teacher and special ed. Representatives
- Took on school counselor duties and all that entails for the second half of the 19-20 school year when the counselor transferred to a new position
- Helped spearhead the transition to, and implementation of, distance-only education during the Covid-19 shutdown

**Circle School Principal/ Teacher Yukon Flats School District 08/2015-05/2017**

- Designed and implemented curriculum specific, culturally relevant lessons across all core subject areas and multiple age and ability levels.
- Developed a pilot on-site vocational program including small engine repair, computer programming and botany
- Ran a small home-schooling program serving families in a town within our district with no school
- Part of District-wide curriculum committee that chose new Math and Science curriculum
- Head of site SIP/ STEPP committee
- Mentored new Principal/ Teachers at other sites
- Oversaw AIMSWeb and other tests
- Wrote and submit various reports to district and state agencies including payroll, maintenance, AIMSWeb, STEPP etc.
- Led weekly site-wide collaboration meetings
- Facilitated IEP Meetings between parents, teacher and special ed representatives
- Oversaw various cultural music, dancing and other culture camps
- Head monthly Local Parent Advisory Committee meetings
- Responsible for yearly employee reviews

**Cook Inlet Tribal Council (CITC) Advanced Math Teacher at West Anchorage High School 10/2011-05/2015**

- Designed and implemented curriculum specific, culturally relevant lessons
- Co-directed a traditional fish camp for urban youth with the Kenaitze Indian Tribe
- Co-designed and aligned curriculum for a dual credit class model that allowed students to receive both high school and college-level math credits fulfilling both State of Alaska and University of Alaska, Fairbanks standards
- Taught DEVM 105 (Algebra II), MATH F151 (Pre-Calculus) and MATH F152 (Trigonometry) in addition to Geometry and Algebra I
- 26 students, out of 65 total, received at least 3 college credits in the 2014-15 school year
- Mentored teachers in the implementation of the dual credit model
- Presented dual credit, distance delivery model at the 2013 Alaska Society for Technology in Education (ASTE) Conference
- Attended 2014 International Society for Technology in Education (ISTE) Conference
- Integrated various forms of technology into instruction, including smart boards, smart response clickers, and virtual classrooms
- Worked in one of the two International Baccalaureate World Schools in Alaska
- Integrated MIT/ CITC Fabrication Lab technology, including 3D Printer and laser cutter, into the math curriculum
- Attended training geared toward implementing the Middle Years and IB Diploma program school-wide
- Provided differentiated instruction to accommodate classes including ELL students, students with IEPs and students from the Highly Gifted program
- Provided after school tutoring and mentoring to struggling students in a variety of subjects
- Worked in concert with the Alaska Native Science and Engineering program (ANSEP) to provide students access to additional college classes in math, science and engineering, as well as preparing them for college, and eventually, STEM careers.

**Matthew L. Potter**



***AWARDS***

2014 British Petroleum Teacher of Excellence Nominee  
2009 Praxis II ETS Recognition of Excellence (ROE) Award

***EDUCATIONAL BACKGROUND:***

**Southeastern Oklahoma State University**, Currently Attending in pursuit of a Masters in School Counseling

**University of Alaska, Southeast**, attended 07/2016-06/2017. Received a M. Ed in Educational Leadership

**University of Alaska, Anchorage**, attended 06/2009-05/2010. Received a Masters of Arts in Teaching degree

**University of Alaska, Anchorage**, attended 08/2005-12/2007. Received Bachelor of Arts Degree with a Major in History and a Minor in Political Science.

**University of Oregon**, attended 09/2002-06/2005.

***CERTIFICATES***

**Alaska Professional Teaching Certificate-**  
Highly Qualified in Social Studies and Math  
**Alaska Type B Administrative Certificate**