

# T. CHAD HOUCK

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## EDUCATION

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### California Tier I Administrative Credential

*National University* *Sherman Oaks, CA* *2002 - 2003*

### California Professional Clear Credential

*National University* *Sherman Oaks, CA* *2000 - 2002*

### Master's of Science in Higher Education, Postsecondary Administration and Student Affairs

*University of Southern California* *Los Angeles, CA* *1997 - 2000*

### Bachelor of Engineering, Mechanical Engineering

*Vanderbilt University* *Nashville, TN* *1993 - 1997*

## RELEVANT EXPERIENCE

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### Aquatics Director

*Yosemite Union High School District, Baker Swim Complex* *Fall '04- present*

- Developed mission and goals for new facility
- Developed staff manual, policies, and procedures
- Supervised staff
  - Hiring and training of lifeguards and swim instructors
  - Working with the YUHSD classified union president to set salaries for lifeguards and swim instructors
  - Scheduling and assigning duties for lifeguards and swim instructors
  - Facilitating staff meetings and ongoing skills training
  - Approving time sheets
  - Evaluation of lifeguards and swim instructors
  - Management of on site concessions
- Developed community programs
  - Organized and supervised grand opening ceremony and festivities
  - Defined and scheduled community outreach programs
  - Set fee schedules for community programs
  - Serve as public relations liaison between community and school district
  - Publicized programs offered through creation and distribution of brochures as well as working with local media
  - Solicit community advertisement and partnerships

### Teacher

*Yosemite Union High School District, Yosemite High School* *Fall '04- present*

- Taught Physics and AP Physics to primarily 11<sup>th</sup> and 12<sup>th</sup> grade students
  - Preparation, presentation, and facilitation of college preparatory curriculum aligned with California state standards
- Taught Integrated Science to primarily 9<sup>th</sup> and 10<sup>th</sup> grade students
  - Preparation, presentation, and facilitation of introductory science curriculum aligned with California state standards
- Coaching
  - Head Varsity Swimming coach, including all administrative tasks associated with the aquatics program
  - Head Varsity Water Polo coach, including all administrative tasks associated with the aquatics program

### Teacher

*San Marino Unified School District, San Marino High School* *Fall '99- Spring '04*

- Taught Physics for five years to primarily 11<sup>th</sup> and 12<sup>th</sup> grade students
  - Preparation, presentation, and facilitation of college preparatory curriculum
- ASB Activities Director
  - Prepared and presented a three day student leadership retreat
  - Taught daily leadership class to the student government
  - Re-introduced parliamentary procedure into student government
  - Reorganized and supervise activity program planning and execution
  - Restructured student election procedure to utilize digital resources available
  - Provided traditional programs, and create new traditions for student body
- Freshmen Orientation Link Crew Coordinator
  - Facilitated selection process for upper-classmen orientation leaders
  - Hosted three training sessions for the orientation leaders to prepare for Fall Freshmen Orientation
  - Performed Fall Orientation assembly for Freshmen class
  - Coordinated Fall Orientation activities
  - Trained Orientation Leaders to host ongoing social programs for freshmen
  - Trained Orientation Leaders to teach ongoing life-skills lessons in special extended homeroom sessions
  - Evaluated Orientation Leaders at the end of the school year

- Digital High School Committee and Teacher Technology Leader
  - Facilitated allocations of “mini” technology grants from Digital High School funds
  - Trained faculty on use of email as part of personal initiative to incorporate the use of email for faculty/staff communications
  - Trained faculty, staff, and students on use of Blackboard online classroom support software
  - Provided ongoing computer and technology support to faculty, staff, and students
- Coaching
  - Head Varsity Swimming coach for two years, including all administrative tasks associated with the aquatics program
  - Junior Varsity boys and girls Water Polo for four years
- Taught Algebra for three years, World History for one year, Anatomy and Physiology for a semester each
- Assisted with other administrative tasks concerning attendance, discipline, and curriculum planning as needed

### Teacher

- Alliance and Vision for Under-represented Americans (ALVA)* *Summer '02*
- Facilitated the exploration of pre-calculus and calculus via ALVA curriculum
  - Coached summer interns in PowerPoint presentations

### Teacher

- Cal State Los Angeles, Access Center: Middle School Science Scholar Program* *Spring '99*
- Instructed two classes of 25 7<sup>th</sup> grade students
  - Instructed in computer technology with and emphasis on the internet
  - Students were proficient in Microsoft Word, Netscape Navigator, and Netscape Composer at the end of the program
  - Students built their own personal Web Pages

### Resident Coordinator

- University of Southern California Office of Residential & Greek Life* *Fall '97-Spring '99*
- Select, train, supervise, and evaluate 9 resident advisors
  - Directly responsible for 300 freshman residents
  - Acted as a judicial officer review and sanction residents for university policy violations
  - Assumed on-call duty responsibility for off campus university housing
  - Responded to residential crises and medical emergencies
  - Conducted weekly staff meetings
  - Maintained a balanced budget for building
  - Advised the building government

### USC After School Enrichment Program Co-Coordinator

- University of Southern California Office of Civic and Community Relations* *Fall '98*
- Developed and defined a mission statement for the program
  - Created the coordinator manual for the program
  - Created the instructor manual for the program
  - Selected, trained, supervised, and evaluated 31 instructors
  - Advised in creating curriculum
  - Maintained a balanced budget for the program
  - Maintained the partnerships with five elementary schools

### ASSOCIATIONS

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Association of California School Administrators (ACSA), American Swim Coaches Association (ASCA), National Interscholastic Swimming Coaches Association (NISCA), National High School Federation (NHSF), California Teachers Association (CTA).

### CONFERENCES ATTENDED

#### 2002 Occidental Physics Day

*Presented:* How to find the age of the Universe

#### 2000 Teach The Teachers Collaborative

#### 2000 ACT CUE Conference

*Presented:* Blackboard.com; Data Acquisition Sensors and Software

#### 1998 NASPA Western Regional Conference

*Presented:* Career Paths: The Balances We Strike Between Ambition and Reality

### SKILLS

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Computer Experience: MS Word, MS Excel, MS PowerPoint, MS Access, Windows 3.1/95/98/XP, Mac OS, Blackboard.com, MacSchool, Vernier-Logger Pro, Frontpage, Web publishing.

Certifications: American Swim Coaches Association Level II; Red Cross Lifeguard Instructor, CPR/ First Aid, Water Safety Instructor (WSI).