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OFFICE OF THE SUPERINTENDENT

November 21, 2019

TO: The Honorable Dwight Takeno
Chairperson, Human Resources Committee

FROM: Dr. Christina M. Kishimoto 
Superintendent

SUBJECT: **Committee Action on Recommendation Concerning Appointment of
the Complex Area Superintendent for the Honokaa-Kealakehe-
Kohala-Konawaena Complex Area**

I am recommending the following appointment effective January 2, 2020.

Janette Snelling
Complex Area Superintendent (CAS)
Honokaa-Kealakehe-Kohala-Konawaena
Position No. 69905
Annual Salary: In accordance with the CAS salary range approved by
the Board on September 19, 2019

Attached is Ms. Snelling's resume describing her background and work experience.

CMK:sb
Attachment

JANETTE SNELLING

Summary

Highly motivated Deputy Complex Area Superintendent with 18 years of administrative experience creating and implementing viable programs to ensure student achievement; Keen interest in coaching school leaders and building systems to support sustained success.

Skills

- Results-oriented
- Data-driven curriculum expertise
- Proficient in computer applications
- Grant writing experience
- Creative Problem-Solving
- Effective communicator
- Excellent time management
- Capacity and team building abilities
- Critical thinking
- Skills in data analysis

Experience

July 2019 to Current **Hawaii Department Of Education**
Kailua-Kona, HI, HI
Deputy Complex Area Superintendent

Assist in the oversight of nineteen schools in the West Hawaii Complex Area; assist schools in the development of comprehensive school design models that reflect unique priorities of students, school, and community; Implement a clear vision and decision-making to ensure student achievement and life success; supervision of principals and complex staff utilizing the evaluation process to provide supports and build leadership capacity; manage the complex area team to provide a system of supports and resources for schools; interact with community to foster school and complex partnerships; increase the capacity of teacher leaders through Instructional Leadership Teams; represent the complex in all areas.

August 2011 to June
2019

Kohala High School
Kapaau, Hawaii
Principal

Provided leadership in all aspects of operations to ensure fulfillment of the school's vision and mission of preparing all students for successful post high school transitions; ensured alignment of instruction and assessment to CCSS and created support systems for teachers to continually refine practices that ensure quality instruction; managed professional development to increase capacity of the school to positively impact student achievement; provided oversight in the development, launch, and sustainability of standards-based grading; embraced community networking to leverage supports for students; managed and prioritized the budgeting process.

August 2008 to July
2011

Kohala Middle School
Kapaau, Hawaii
Principal

Built systems of support specific to middle level grades and facilitated a culture that embraced the middle school philosophy; provided instructional leadership to align instruction to HCPS III standards; implemented positive behavior supports; developed and managed annual operating budgets; facilitated the sharing of best practices across the school and organized coherent professional development to support teacher growth.

September 2005 to
August 2008

School Renewal Specialist

West Hawaii Complex Area Kailua-Kona, Hawaii Engaged in instructional and budgetary support for schools in North Kohala and Waikoloa; organized and provided professional development for complex schools; facilitated monthly meetings with complex principals; conducted classroom walkthroughs; served as a liaison for the Kohala Complex schools and Complex Area Superintendent; Coordinated AVID implementation for schools; Coordinated district science fair; oversaw CTE programs at West Hawaii high schools.

August 2001 to
August 2005

Kohala High School
Kapaau, Hawaii
Vice Principal

Served as part of the administrative team focusing on behavior management, school budget, and instructional support; applied PBL to reinforce positive behavior; conducted professional development for identified instructional needs; managed school budget; served as a mentor, provided oversight over the CTE programs; created extended STEM learning opportunities for students during summer intercessions.

August 1987 to
August 2001

Kohala High School
Kapaau, Hawaii
High School Guidance Counselor

Provided behavior, academic, and career counseling services for students in grades 7-12; conducted individual and group sessions on specific topics; taught Advanced Guidance courses to prepare seniors for post high school aspirations; engaged parents to support student achievement and to resolve behavioral challenges; coordinated career readiness activities such as job shadowing, career days, presentations, and college visits; created and staffed evening tutorials.

August 1986 to June
1987

Waimea Elementary and Intermediate School
Kamuela, Hawaii
School Guidance Counselor

Conducted small group counseling sessions and classroom guidance lessons; provided individual academic, social, and emotional counseling sessions to alleviate barriers to learning; Conferred with parents and guardians, teachers and administrators to support student achievement; served as advisor to the Student Council.

Education and Training

University of Hawaii at Manoa Honolulu

Hawaii, USA

Administrator Certification

Purdue University

West Lafayette, IN

Counseling Master of Science

Purdue University

West Lafayette, Indiana, USA

Art Education Bachelor of Arts

Accomplishments

- College For Every Student School of Distinction Award (2018-19)
- School Design Innovative Grant (SDIG) school recipient (2018-19)
- Led school-wide effort to implement Standards-based grading (2016-2019)
- Participant in the HILN PBL leader development cohort to build systems to support project-based learning (2016-June 2019)
- CISL presentation for aspiring school leaders (2015, 2017)
- Introduced and facilitated implementation of the Early College High School (ECHS) courses to students through P-20/Castle Foundation grant award (2014-2019)
- Completed two-year School Turnaround Specialist Training (2014-16)
- Facilitated the implementation of Instructional Leadership Teams to foster teacher leadership and voice in school level decision-making (2013-present)
- Authored provided site supervision for AmeriCorps VISTA grant
- Authored and administered Pili a Pa'a Teacher Development Grant involving five West Hawaii Schools; grant provides job embedded professional development in four week cycles (2012-2019)
- Led school improvement efforts to attain Good Standing Status for two schools in Restructuring and Planning for Restructuring (2006-2008; 2009-2010)
- Authored the Ka Hana No'eau community grant to provide mentorship and academic support programs for six schools in the West Hawaii Complex areas (2006-2015)
- Authored and co-authored 21st CCLC rfp to bring activities during non-school hours for students in the Kohala Complex; provided administrative management of grant with Complex principals (2009-2014, 2015-2019)
- Implemented an innovative approach to teacher development through the Pili a Pa'a grant providing sustained professional development cycles, collaboration across the K-12 continuum, mindfulness to culture, and reflective practice (2012-2019)
- Masayuki Tokioka Excellence in School Leadership Award; Semi-finalist (2012)
- Introduced the Advancement Via Individual Determination program to the Kohala Complex, tying together the middle and high schools to focus on college readiness (2003)
- Authored and coordinated the Na Ala Hele Biotechnology Program Grant (2003-2005)