

Charles E. Klaus
Acting Assistant Superintendent

EDUCATION

Wilmington University, Wilmington Delaware: Masters of Education in School Leadership 2008
Boston University, Boston, Massachusetts: Bachelor of Science in English Education, 1986

CERTIFICATION

New Jersey – CE: School Administrator (Certificate ID 1081546)
New Jersey – Permanent: Principal Certificate (Certificate ID 1045036)
New Jersey – Permanent: Teacher of English (Certificate ID 00039491)

PROFESSIONAL EXPERIENCE

Haddonfield School District
Haddonfield, New Jersey

September 2018 to Present

Acting Assistant Superintendent

- Oversees the general operations of the Haddonfield School District
- District Affirmative Action Coordinator
- Liaison to Board Policy Committee
- McKinney Vento Liaison
- Supervises building principals within the district and school safety & safety coordinator
- Coordinates with principals in evaluation of instructional staff, tenure, transfer, and dismissal
- Introduced New Jersey Principal Evaluation for Professional Learning
- Coordinates the SGO process for teachers and principals
- Leads district diversity initiative
- Responsible for coordination and Profession Development of district Nurses; Counselors;
- Provides required teacher and principal training; and conference budgets and approvals
- Coordinates K12 program handbooks, course of study guides, and all student and faculty handbooks
- Monitors K12 student discipline, HIB, athletics, field trip approvals
- Responsible for oversight and coordination of Gifted and Talented Program, Home School Students, Homebound Education
- Collaborates with comprehensive and strategic planning initiatives
- Co-Chaired Action Plan team as part of the Strategic Planning Initiative
- Responsible for QSAC coordination and reporting
- Developed the District three year English Language Learners Plan
- Oversees the Comprehensive Equity Plan
- Assists in planning and organization of Leadership team meetings
- Responsible for agenda items for monthly Board of Education Meetings

Haddonfield Memorial High School

August 2011 to 2018

Haddonfield, New Jersey

Principal:

- Established and maintained favorable relationships with parents, local community groups and individuals to foster understanding, and solicits support for and participation in overall school objectives and programs
- Oversaw the maintenance and improvement of academic excellence at one of the top rated schools in Southern New Jersey
- Reinstated department facilitators to monitor quality of instruction
- Collaborated with faculty members in developing a professional development program as the administrative representative for the Local Professional Development Committee
- Revised math curriculum to permit students a deeper dive into crucial concepts
- Oversaw alignment with the Common Core Curriculum and Next Generation Science Standards
- Increased PARCC testing participation from 72% to over 95%
- Collaborated with students, staff, and parents to establish a positive school climate
- Instituted Open Campus Policy to encourage student responsibility
- Evaluated and revised campus security policies and measures
- Developed and coordinated professional externships for students through the Concentration of Studies
- Served as a liaison with PEDUS to facilitate the Chinese exchange program
- Created a budget and implemented a 3-year plan to promote a sustainable school
- Collaborated with staff to update a traditional library to be reflective of a collegiate learning environment
- Worked closely with administrative staff to implement the Achieve NJ Pilot Program
- Developed and instituted a plan for Professional Development using the Charlotte Danielson framework for instructional observations
- Served on various inter district committees: Administrative Council, Policy Committee and Curriculum Committee
- Facilitated and managed extracurricular experiences working with stakeholders among staff and community
- Provided a forum for exploration and education related to the opioid epidemic
- Developed a master schedule to include a new experience for students who require support based upon their IEP; designed the Learning Lab model for instructional support as an extension of the traditional Study Skills model

Central Elementary School

August 2010 - 2011

Haddonfield, New Jersey

Principal:

- Worked with parent organization and staff members to increase positive school climate via programs like Mix It Up at Lunch and Peer Buddies
- Instituted an iPad pilot program in grade 5
- Established monthly Community Meetings
- Lead professional development and community awareness of HIB policy and procedures
- Introduced Odyssey of the Mind as an extracurricular program
- Maintained a standard of student behavior designed to command respect and minimize school and classroom interruptions
- Resolved student behavioral problems on playground
- Encouraged and initiated continued improvement in curriculum and teaching methods in cooperation with District Administration, subject area specialists, and faculty.
- Identified intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the support plans for students with special needs

Haddonfield Memorial High School
Haddonfield, New Jersey

August 2008 - 2010

Assistant Principal for Teaching and Learning:

- Assisted the principal in the supervision and coordination of the total educational program
- Contributed in the formulation of a philosophy and objectives for the design, implementation, and assessment of the curriculum
- Assisted in instructional supervision and in the evaluation of high school staff
- Supported development, implementation, and evaluation of instructional service
- Lead monthly departments within Haddonfield Memorial High School and coordinates all efforts with the high school principal and assistant superintendent for teaching and learning
- Developed a continuum of the K-12 curriculum as a member of the Haddonfield Board of Education Curriculum Committee
- Contributed as a member of the Student Services Committee of the Board of Education while reviewing the District's Grade Point Average policy
- Edited, proofed, and approved all curriculum maps for Haddonfield Memorial High School
- Assisted the principal in providing administrative supervision at school sponsored activities by attending athletic competitions, co-curricular activities, and special events
- Managed and oversees the student information system

TEACHING EXPERIENCE

Haddonfield Memorial High School
Haddonfield, New Jersey

August 1994 to July 2009

English Department Facilitator:

May 2004 to July 2009

- Oversaw the budget and ordering for the English Department
- Established teacher schedules and assignments for the department
- Took the lead of Professional Development and establishing a vision for the department

English Teacher:

- Instructed all grades of English in the high school.
- Collaborated with fellow staff members to develop course curriculum maps as well as skill level benchmarks.

Maple Shade High School
Maple Shade, New Jersey

August 1987 to 1994

English Teacher:

- Instructed all levels of middle school and high school English including basic skills and advanced classes.

PROFESSIONAL AFFILIATIONS

NJSIAA
Robbinsville, New Jersey

August 2013 to Present

- Executive Committee Member
 - President of the Executive Committee
- New Jersey Principals and Supervisors Association
Association for Supervision and Curriculum Development

June 2017 to June 2018

COACHING EXPERIENCE

Haddonfield Memorial High School

Haddonfield, New Jersey

Varsity Wrestling

August 1993 to July 2009

- Oversee all aspect of the Haddonfield Wrestling program including scheduling, planning budgets and hiring of assistant coaches.
- Earned the most wins by any coach in school history while establishing a perennial top twenty team and playoff program.
- Four time district 28 Coach of the Year.
- Region 7 Coach of the Year (2001).
- South Jersey Coaches and Officials Sportsmanship Award (2007).

Professional Affiliations

- NJSIAA Wrestling Region 7 President
- NJSIAA Wrestling Region 7 Ranking Chairman
- South Jersey Wrestling Hall of Fame Executive Committee
- Inducted into the South Jersey Wrestling Hall of Fame - 2010

Middle School Cross Country

September 2003 to July 2009

Assistant Girls Track

April 1996 to June 2004

Assistant Camp Director

1983 to 2010 (Summers)

Carl Adams' World Class Wrestling School, Home Office located in Boston, Massachusetts

- Hire, supervise, manage, and schedule all counselors and clinicians regarding mat and teaching assignments.
- Schedule and supervise all instructional aspects of the camp.