

Toby E. Melster

Objective – To obtain a Superintendent position in a school district where my abilities and strengths can be utilized to make a positive impact with students, staff, and stakeholders.

Education

District Level Licensure, Educational Administration, Emporia State University, 2005
Master of Science, Educational Administration, Emporia State University, 2003
Teacher Licensure, Secondary Education, Missouri Western State University, 1996
Bachelor of Science, English/Journalism, Emporia State University, 1987

Administrative Experience

Centennial School District R-1, PreK-12 Superintendent, July 2018-Present
Brewster USD #314, PreK-12 Superintendent/Principal, July 2017-June 2018
Canon City High School, Assistant Principal, July 2014-June 2017
Grand Canyon Schools, K-12 Principal, July 2012-June 2014
Montrose High School, Assistant Principal, August 2009-June 2012
Highland Park High School, Assistant Principal/Athletic Director, July 2005-June 2009
Kickapoo Nation School, K-12 Principal, August 2003-June 2005

Superintendent – Manage general supervision and control over all aspects of district operations. Implement the board's vision by making day to day decisions about educational programs, spending, staff, and facilities. Respond to the requests of other constituencies and interest groups in the district including teachers, students, parents, staff, advocates, and the community at large. Plan how to use the financial and human resources of the district to be effective and efficient. Knowledgeable of the best practices for maximizing student achievement and supportive of the teachers in the district.

Contributions

- Initiated process of goal planning and vision setting with the school board, staff, and community so that short-term and long-term planning can be achieved with the appropriate financial support and resources in place
- Managed resources and programs so that student achievement can be addressed, and data driven decisions can be made
- Analyzed the district budget and made recommendations that enhanced student support, school safety, and curriculum
- Worked collaboratively with the board, staff, and students to develop and implement instructional programs that increased class offerings and retained state funding dollars in the district

Principal – Managed the daily operations of the school, was responsible for all academic programs as well as the business operations of the school. Carried out the policies as defined by the board and Superintendent and always bore the responsibility of upholding school standards and values. Academic responsibilities included overseeing curriculum development and implementation, teacher professional development, program development and management

Contributions

- Designed a school improvement process through collaboration to ensure the K-12 school met the AdvancEd quality standards for continuous improvement
- Implemented policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements including Special Education program

- Developed budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent, and/or the governing board
- Elevated personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Managed school administrative functions such as facility maintenance, budget, staffing, for the purpose of maintaining safe and efficient school operations within the district guidelines
- Chaired meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district, and/or state objectives

Assistant Principal – Providing support to the instructional process with specific responsibility for directing assigned programs and services at the high school including RtI, MTSS, 504, and safety. Providing information and serving as a resource for others. Supervising assigned staff, coordinating school activities and addressing issues, situations, and/or problems that arose on campus or with enrolled students

Contributions

- Managing a variety of school administrative functions, including student disciplinary policy, school schedule, assigned personnel, etc. for the purpose of enforcing school, district, and state policy and maintaining safety and efficiency operations
- Intervened in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills
- Facilitated communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Supervised school personnel for the purpose of monitoring performance, providing for professional growth, and achieving the overall objectives of the schools instructional programs

Athletic Director – Helped coordinate the athletic programs and related activities, provided information and served as a resource to others. Worked toward achieving defined objectives by planning, evaluating, developing, implementing, and maintaining athletic programs in compliance with established guidelines. Served as a liaison for the school and its athletic programs

Contributions

- Assisted administrators in performing administrative functions for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that athletic programs outcomes were achieved
- Coordinated a wide variety of necessary activities and processes such as transportation, maintenance of athletic fields and facilities, purchase of equipment and supplies for the purpose of ensuring that school athletic programs and services were provided in a safe, efficient, effective and legally compliant manner
- Managed athletic programs and other related responsibilities for the purpose of providing quality student athletic opportunities, achieving organizational objectives, and ensuring compliance with legal, financial, and district requirements

Teaching Experience

Nemaha Valley High School, Interrelated Classroom Instructor (IRC), August 2001-May 2003
 Central Heights High School, Language Arts Instructor, August 1996-May 2001

Memberships

Kansas Association School Boards, Building Operations Leadership Development (BOLD), August 2017-June 2018
 Colorado Education initiative, Rural Superintendents Academy (RSA), First Cohort, July 2021-May 2022
 Rural School Alliance, Board Member, August 2022-Present
 Commissioners Rural Education Council, Council Member, August 2022-Present