

# BRIAN K. CHRISTOFFERSEN

301 Cobble Stone Dr. NW, Cedar Rapids, IA 52405

Ph: 319-361-5798

bchristoff73@gmail.com

## Professional Summary

Service-oriented Administrator with 22 year background in Education. Core competencies include site-based management, professional development and leadership as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

## Skills

Administration and Management  
Education and Training  
Judgment and Decision Making  
Management of Financial Resources

Human Resources Development  
Complex Problem Solving  
Presentations and Public Speaking  
Customer Service

## Experience

*Education Liaison*

*Jul 2016-present*

*Four Oaks Children & Family Services – Cedar Rapids, IA*

Led professional development trainings and workshops for school personnel on numerous topics including but not limited to adverse childhood experiences (ACEs), trauma informed care, communication styles, poverty, restorative practices, etc.

Provided coaching and consultation services to schools and districts on transforming their culture into a trauma sensitive school

Advised case workers and program coordinators on individual education plans and student behavior support in the school setting

Created marketing materials and secured contracts with area school districts to offer an assortment of education services as a mental health provider

Shared effective practice and led implementation efforts on a variety of initiatives across the entire enterprise

*Principal*

*Jul 2006-Jun 2016*

*Cedar Rapids Community School District - Cedar Rapids, IA*

Evaluated curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.

Recruited, hired (up to 15 new staff annually), trained, and evaluated primary and supplemental staff.

Observed teaching methods weekly and examined learning materials to evaluate and standardize curricula and teaching techniques, and determined areas where improvement was needed.

---

Planned and led over 40 professional development activities for staff each year.

Determined allocations of funds for staff, supplies, materials, and equipment, and authorized purchases from multiple funding sources.

Prepared and submitted budget requests and recommendations, or grant proposals as large as \$200,000 to solicit program funding.

---

Directed and coordinated activities of staff within a 'systems' philosophy.

---

Developed partnerships with dozens of businesses and community organizations to help meet identified educational needs.

*Teacher & Vice Principal*

*Jul 1996-Jun 2006*

*Northside Independent School District - San Antonio, TX*

---

Adapted teaching methods and instructional materials to meet students' varying needs and interests.

Established clear objectives for all lessons, units, and projects and communicated those objectives to students.

Met with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.

---

Prepared, administered, and assessed tests and assignments to evaluate students' progress.

Collaborated with other teachers and administrators in the development, evaluation, and revision of elementary school programs.

## **Education**

*Master of Arts : Education Leadership*

*May 2002*

*University of Texas at San Antonio - San Antonio, TX*

*Bachelor of Arts : Elementary/Middle School Education*

*May 1996*

*University of Northern Iowa - Cedar Falls, IA*

## **Community Service**

Matthew 25, Advisory Board Member

CR netWORK, Founding Board Member

CRSA soccer parent coach (2011-2018)

Greater Cedar Rapids Community Foundation Grant Reviewer