

Gail E. Santo

Education

Dowling College, Rudolph-Oakdale Campus, Oakdale, New York
Doctoral Student, 2012 - Present

Long Island University, C.W. Post Campus, Brookville, New York
Professional Diploma in School District Administration, 1995

State University of New York at Stony Brook, Stony Brook, New York
Masters of Arts in Liberal Studies, 1990

Ladycliff College, Highland Falls, New York
Bachelor of Science in Psychology and Special Education, 1980

Certification

New York State Special Education K-12, Permanent
New Jersey State Special Education K-12, Permanent
New York State Administrator Supervisor
New York State District Administrator

Professional Experience

2002 – Present

Connetquot Central School District of Islip
Bohemia, New York 11772
Director of Pupil Personnel Services

- ◆ *Supervision of Youth and Family Services Coordinators, nurses, guidance counselors and ESL staff*
- ◆ *Supervision of Office of Central Registration*
- ◆ *District Title IX Officer – investigative inquiries and report of findings*
- ◆ *Developer of district policies – all 5000 series*
- ◆ *Maintain educational status of home instruction, incarcerated youth, foster care placements*
- ◆ *Homeless Liaison: ensure immediate access, placement and provision of supports*
- ◆ *Development and implementation of district-wide home tutoring procedures and assignments*
- ◆ *Budget preparation and supervision*
- ◆ *Coordinator of support staff training*
- ◆ *Facilitator of district-wide Anti-Bullying District-level Committee- DASA Coordinator*
- ◆ *Coordinator of drug prevention workshops and presentations for staff and parents*
- ◆ *District representative for Interfaith Anti-Bias Task Force*
- ◆ *District representative for Department of Social Services Commissioner's Advisory Committee*
- ◆ *Coordinator of district-wide state assessments*

1995 - 2002

Rocky Point Union Free School District
Rocky Point, New York 11778

Director of Pupil Personnel Services/Special Education

- ◆ *Supervision of psychologists, social workers, speech teachers, nurses, ESL and special education staff*
- ◆ *Chairperson of the Committee on Special Education*
- ◆ *Implemented inclusion programs Grades 1 - 9*
- ◆ *Curriculum alignment district-wide based on NYS Learning Standards*
- ◆ *Staff development*
- ◆ *Budget preparation and supervision*
- ◆ *Preparation of Special Education Grants, Title Grants, and LEP Grants*
- ◆ *Supervise and coordinate all aspects of Medicaid reimbursement*
- ◆ *Supervision of 504 Committee*
- ◆ *Maintain educational status of home instruction, incarcerated youth, foster care placements, hospital placements and alternative instruction placements*
- ◆ *Personnel – responsible for hiring special education teachers, support services staff and district physician*
- ◆ *Supervision of instructional support training*
- ◆ *District-wide Shared Decision*

- ◆ *Coordinated Instructional Support Team training*
- ◆ *Academic Intervention Services – Administrative team*
- ◆ *Annual Professional Performance Review Committee*
- ◆ *Director’s chat room*

1994 - 1995

*Patchogue-Medford School District
Central Administration, Special Education Office
Administrative Intern*

- ◆ *Utilized PART 200 Management System and student office records to compile data for New York State PD-5 form*
- ◆ *Compiled information from in-district high school and middle schools regarding suspension rate of special education students*
- ◆ *Devised a survey requesting information on disciplinary procedures and policies for special education students from local school districts*
- ◆ *Created a Human Relations curriculum for emotionally disturbed students in grades 9-12*
- ◆ *Researched the references of potential candidates for special education classroom aides*

1994 - 1995

*Patchogue-Medford School District
Saxton Middle School, Patchogue, New York
Administrative Intern*

- ◆ *Devised behavior modification program used throughout middle school Special Education Department*
- ◆ *Coordinator and supervisor of special education dismissal*
- ◆ *Created a detention logbook and monitored discipline on a regular basis*
- ◆ *Coordinated teacher duty roster for the 1995 spring semester*
- ◆ *Created the mid-term examination schedule for special education students and provided for individualized testing modifications*
- ◆ *Outlined and coordinated school-wide schedule for California Test of Basic Skills examinations*
- ◆ *Participated in Committee on Special Education*

1990 - 1995

*Patchogue-Medford School District
Saxton Middle School, Patchogue, New York
Special Education Teacher, Self-Contained 8:1:1, Grades 8-9*

- ◆ *Monitored bus conduct referrals*
- ◆ *Chairperson, Mentor Program*
- ◆ *Co-Chairperson, Renaissance Program*
- ◆ *Co-Chairperson, Wellness Committee*
- ◆ *Planned and scheduled Cultural Arts Assemblies*
- ◆ *Developed and conducted district-wide workshop on crisis intervention*
- ◆ *Devised and presented parent workshops on parenting skills and behavior management techniques at home*
- ◆ *Special Education Lead Teacher, 1993*
- ◆ *Designed Time-Out Room Logbook and referral cards*
- ◆ *Developed and coordinated special education Field Day*

1990 - 1992

*Federation of Organizations for the Mentally Disabled, Patchogue, New York
Adult Literacy Instructor*

1989 - 1990

*Patchogue-Medford School District
River Elementary School, Patchogue, New York
Special Education Teacher, Self-Contained 8:1:1, Grade 2*

1988 – 1989

*Patchogue-Medford School District
Eagle Elementary School, Medford, New York
Special Education Teacher, Self-Contained 15:1, Grades 4-5*

1987 - 1988

*Cupeyville School, Cupey, Puerto Rico
Science Teacher, Grade 6*

- ◆ *Developed and incorporated a Human Sexuality Curriculum*

1980 - 1981

*Arthur Brisbane Child Treatment Center, Allaire, New Jersey
Special Education Teacher*