

Kris Matteson Charlton

600 Biltmore Way #904, Coral Gables, FL 33134 | 305.445.3167 | KMCharlton@aol.com

Qualifications

- More than 30 years of professional experience in all areas of School Administration and Teaching
- Extensive experience in building and maintaining quality educational programs
- Proficient in creating, implementing, managing agendas, budget policies, and programs in the Private and Public, religious, and elementary school setting

Education

- **State University of New York College | Cortland, NY | Summer 2001**
"Character Education"
- **Barry University | Miami FL | 1996**
Mentor program funded by the Kellogg Foundation
Presenter: *Private School Administration "Leading a Private School"*
- **University of Miami | Miami FL | 1993-1995**
Mentor program funded by the Kellogg Foundation
Common Ground Fellow: *"Community Leadership and Cultural Diversity"*
- **Harvard University Graduate School of Education | The Principals Center| Boston, MA | 1989**
"The Art and Craft of the Principalship"
- **Garrison Forest School | Baltimore, MD | 1986**
National Association of Principals of Schools for Girls, *"Women in Administration"*
- **Association of Independent Schools of South Florida | Miami FL | 1986**
Presenter: *"Computers, Which Way Now!"*
- **Florida International University | Miami FL | 1981-1985**
Post-graduate Coursework in School Administration, Supervision and Technology
- **Florida Atlantic University | Boca Raton, FL | 1981**
"Current Issues for Administrators"
- **University of Southern Connecticut | New Haven, CT | 1973**
Master of Arts, Early Childhood Education
- **Southampton College of Long Island University | Southampton, NY | 1968**
Bachelor of Science, Major: English, Minor: Education, Deans List

Certification

- **State of Florida Professional Educator's Certificate #470475**
Early Childhood, Elementary, Administration and Supervision

Experience

ST. THOMAS EPISCOPAL SCHOOL | CORAL GABLES, FL | 2002 – 2013

Head of School, Pre-School through Fifth Grade

ST. PHILIPS EPISCOPAL SCHOOL | CORAL GABLES, FL | 1989 – 2003

Head of School, Pre-School through Sixth Grade

- Improved quality of the educational program by the development and introduction of innovative curriculum and teaching methods
- Communicated with parents and larger community about the goals of the school and its unique nature as an Episcopal School
- Formulate educational goals and policies, consistent with School/Church mission, for presentation to and acceptance by the Board
- Establish and maintain excellent relationships with students, staff, parents and parishioners
- Inspire, by actions, expectations, and directions, appropriate behavior in students and subordinates
- Manage student disciplinary problems with tact and sensitivity
- Hire, evaluate, motivate, and if required, terminate faculty and staff
- Reduce teacher/employee turnover with continual training, motivating, and supporting of faculty and staff
- Develop annual agenda and carry out policies set by Board of Trustees; keep trustees and Vestry appropriately informed of school and budget activities
- Plan budget; coordinate budget decisions with Business Manager, Treasurer, and Assistant Head
- Provide oversight of bookkeeping and billing
- Generate fundraising objectives for major programs, including Annual Giving programs, Capital Campaign, and School and Home Activities
- Maintain high visibility within the school and church, and ensure excellent communication with Rector, Wardens, Vestry, and Congregation
- Manage Administrative staff with Assistant Head of School
- Supervise Admissions/Need based Financial Aid Program; interviews candidates and families
- Oversee annual Standardized Testing Program

ST. STEPHEN'S EPISCOPAL SCHOOL | COCONUT GROVE, FL | 1981-1989

Curriculum Coordinator, Teacher (Pre-School-Sixth Grade), Advanced Math, Science Lab, Computer

- Wrote and developed computer curriculum; established 1st computer/math lab

Assistant to Principal

- Developed/Presented Parent and teacher workshops
- Coordinated Standardized Testing Program
- Wrote and taught curriculum "Preparing for the SSAT"
- Named a Chairman of Special Events, Admissions

PRIOR TO 1981, AND SUMMERS TAUGHT:

- "English as a Second Language" and *tutored privately* | Miami, FL
- Pre-K through Middle School, *Substitute Teacher* | Miami, FL | 1980 – 1981
- Madison Public School | *First and Second Grade Teacher* | Madison, CT | 1970 – 1973
- The Burnham Public School | *Second Grade Teacher* | Haverhill, MA | 1969-1970
- Eastport Public School | *Second Grade Teacher* | Eastport, NY | 1968 - 1970

Professional Organizations / Community Involvement

- **Dade Association of Academic Non Public Schools - DAANS**
Board Member 1990, Secretary 1996 -1999, President 2000
- **Florida Council of Independent Schools - FCIS**
*Professional Development Committee 1987 – 1989; Board Member 2000
Accreditation Evaluator 1981 – 2000; Accreditation Chair 2000*
- **Florida Kindergarten Council - FKC**
*Board Member and Regional Director 1990 – 1995; Accreditation Evaluator 1981 – 1989;
Accreditation Chair 1990*
- **National Association of Episcopal Schools - NAES**
Committee Member Biennial Conference | Miami, FL | 1998
- **Harcourt Brace Publishing Company**
Florida Language Arts Advisory Review Committee 2000
- **Coral Gables Chamber of Commerce**
Education Committee 1989
- **National Association of Elementary School Principals – NAESP**
- **Elementary School Heads Association - ESHA**
- **Association of Supervision and Curriculum Development – ASCD**
- **National Association of Early Childhood – NAEYC**
- **National Council of Teachers of Mathematics – NCTM**
- **Phi Delta Kappa**
- **Delta Kappa Gamma International**



In Celebration of **Kris Charlton**

Whereas:

Let it be known that Kris Charlton has served on visiting committees and board committees for the Florida Council of Independent Schools. She was an exemplary board member, evaluation chair and a wise advisor on educational policy.

Whereas:

Kris Charlton has served as Head of School at St. Thomas Episcopal Parish School for 13 years and has advanced the school program through those years.

Let all know:

The Board of Directors of the Florida Council of Independent Schools honors Kris Charlton and congratulates her on her retirement as Head of School at St. Thomas Episcopal Parish School.

David Mahler, President

June 15, 2015

Dr. Barbara H. Hodges,
Executive Director

June 15, 2015





**Office of the Mayor
The City of Coral Gables**

Proclamation

WHEREAS, many children of Coral Gables and throughout South Miami-Dade County have enjoyed the privilege of learning under the leadership of Kris Matteson Charlton, as head of school for twenty-six years, and career spanning thirty-six years in education overall; and

WHEREAS, St. Philip's Episcopal School and St. Thomas Episcopal Parish School have developed into two important educational institutions in our community, spanning decades under the leadership and guidance of Kris Matteson Charlton; and

WHEREAS, Kris has been a visionary leader whose focus has been to cultivate children spiritually, intellectually and socially, as education is the cornerstone of what creates a viable strong community; and

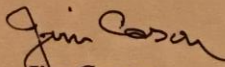
WHEREAS, Kris has had the opportunity to mold a countless number of young minds into meaningful pursuits during her thirty-six year career in education, all the while instilling a love and respect for God and country.

NOW, THEREFORE, I, JIM CASON, as Mayor of the City of Coral Gables, along with the members of our City Commission, do hereby proclaim May 22, 2015 as:

“KRIS MATTESON CHARLTON DAY IN CORAL GABLES”

IN OBSERVANCE THEREOF, we encourage the citizens of our City Beautiful to congratulate Kris Matteson Charlton on the occasion of her much deserved retirement, wishing her continued success in all of her future endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of Coral Gables to be affixed on this twenty-second day of May, 2015, A.D.


Jim Cason
Mayor

Frank C. Quesada
Vice Mayor

Patricia Keon
Commissioner

Vince Lago
Commissioner

Jeannett Slesnick
Commissioner