CAROLYN McGARVEY

[redacted]

PROFESSIONAL EXPERIENCE

Managing Head of Schools — *BASIS Educational Group*; Tucson, AZ
October 2011-Present

- Oversee Heads of School at all BASIS sites, ensuring that they each fulfill their roles and responsibilities (as outlined below).
- Create and implement educational policies and business practices at both the corporate and school levels.
- Ensure state education policy and law compliance with regard to BASIS Schools activities and practices.

Head of School — *BASIS Oro Valley*; Tucson, AZ
June 2010-October 2011
BASIS Tucson; Tucson, AZ
June 2003-June 2010

- Facilitated and coordinated the establishment of BASIS Oro Valley, drawing from seven years' experience at BASIS Tucson.
- Responsibilities at both sites:
  - Managed the daily activities of BASIS Lower and Upper Schools.
  - Directed personnel services, including teacher and staff recruiting, professional development and training, and supervision and evaluation of teacher performance.
  - Headed curriculum services, including, federal and state compliance (state standards alignment, state required standardized testing alignment). Supervise curriculum delivery (syllabi and comprehensive examinations). Responsible for curriculum support services (textbook selection, teaching supplies and equipment guidance).
  - Oversaw school operations, including student retention and recruitment, legal compliance (student attendance and special education), parent and community outreach. Also supervised extracurricular activities.
  - Maintained direct operational management, including day-to-day operations, attendance reporting, implementing state requirements, and building and site management (including maintenance).

Registered Nurse, Labor and Delivery unit — *University Medical Center*; Tucson, AZ
August 1986-June 2003

Nurse Manager, Labor and Delivery, GYN unit — *Degraff Memorial Hospital*; Buffalo, NY
January 1984-July 1986

Registered Midwife (U.K) — *Simpson Maternity*; Edinburgh, Scotland
1981-1983

Registered Nurse (U.K) — *Victoria Infirmary*; Glasgow, Scotland
1978-1981

EDUCATION

2005 M.Ed (Supervision and Leadership)
1981 Registered Midwife, UK
1978 B.S.N. Registered Nurse, UK