

SHERRY S. RICHARDSON, M.S.A.
School Administration Expert

PROFESSIONAL EXPERIENCE

2026 to Present **Robson Forensic, Inc.**
Associate

Provide technical investigations, analysis, reports, and testimony toward the resolution of commercial and personal injury litigation involving educational administration school operations, employee relations, workplace investigations, school safety, student supervision, personnel management, special education administration, regulatory compliance, and accepted standards of care within K–12 public education.

2022 to 2026 **Martin County School District**
Director of Professional Standards & Employee Relations 2023-2026

- Led Professional Standards and Employee Relations for 2,000+ employees and 16,000+ students in the entire school district.
- Supported Middle, High Schools and Alternative Schools with management of staff and student interactions.
- Supported school leaders in Middle and High school with safe school planning for supervision of arrival and dismissal.
- Collaborated on and aided in the creation of school safety plans including walk-throughs at school sites for safety concerns, improving supervision and oversight of staff and students at PK-12 sites.
- Supported improvement with Middle and High School arrival and dismissal procedures, class transitions, sporting events supervision and release of students according to policy.
- Conducted complex investigations involving student and staff misconduct, discrimination, harassment, retaliation, ethics, Title IX, FERPA, student supervision, and school safety.
- Advised executives on personnel matters, due process, risk, policy, and compliance.
- Oversaw Professional Practices reporting, separation affidavits, educator discipline, and Department of Education Disqualification reporting.
- Managed reassignment, leave, suspension, dismissal, and termination during investigations.
- Created investigative protocols, procedures, and administrator guidance.
- Consulted with executives on employee relations, safety, mandatory reporting, and accountability.
- Delivered districtwide training on conduct, investigations, student safety, and local, state, and federal compliance.

SHERRY S. RICHARDSON, M.S.A.
School Administration Expert

Principal, Citrus Grove Elementary School

2022-2023

- Served as an instructional and operational leader responsible for all aspects of school administration.
- Supervised instructional personnel, support staff, and daily school operations.
- Directed school improvement planning, budgeting, personnel management, and regulatory compliance.
- Oversaw school safety, emergency preparedness, crisis response, and student supervision.
- Supervised special education services, IEP implementation, Title IX, FERPA, and student support programs.
- Directed arrival and dismissal procedures, playground supervision, campus safety, and emergency drills.
- Evaluated instructional personnel and provided coaching and corrective action plans for continuous improvement.
- Fostered collaborative partnerships with families, district leadership, and community stakeholders.
- Issued student discipline according to the code of student conduct, addressing violations and incidents involving bullying harassment, and sexual harassment/discrimination.

1997 to
2021

Union County Public Schools

Principal, Rocky River Elementary School

2009-2021

- Provided executive leadership for a high-performing Title I elementary school serving students, staff, and families.
- Directed and provided oversight of instructional, operational, financial, and personnel functions.
- Led strategic planning and school improvement initiatives resulting in sustained academic achievement and school safety.
- Implemented the *Leader in Me* framework culminating in Lighthouse School designation.
- Supervised hiring, evaluation, coaching, discipline, and professional development of certified and classified staff.
- Managed budgeting, resource allocation, and operational planning.
- Oversaw Positive Behavioral Interventions and Supports (PBIS), school safety, crisis response, and emergency preparedness.
- Directed student supervision, behavioral interventions, and campus safety.
- Issued student discipline according to the code of student conduct.
- Developed and implemented Performance Improvement Plans and personnel accountability measures.

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Principal, Indian Trail Elementary School 2006-2009

- Directed instructional and operational leadership during a period of rapid school growth.
- Supervised curriculum implementation, personnel, budgeting, and school operations.
- Oversaw special education programs and staff, IEP implementation, and regulatory compliance.
- Managed school safety, student supervision, discipline, and organizational accountability.
- Investigated and issued discipline to address violations of the student code of conduct and the employee code of ethics.
- Evaluated all staff and provided professional development and coaching.

Assistant Principal, Indian Trail Elementary School 2004-2006

- Assisted with instructional leadership and daily school operations.
- Supervised personnel, investigated and implemented student discipline, and provided oversight for transportation.
- Assisted with student scheduling and facilitated state testing.
- Served as the Local Education Agency (LEA) representative for Individualized Education Program (IEP) meetings.
- Supervised special education compliance and student support services.
- Conducted teacher observations, evaluations, and instructional coaching.
- Coordinated crisis response and campus safety initiatives.

Principal Fellows Internship, Indian Trail Elementary 2003-2004

- Completed a competitive year-long Principal Fellows administrative internship.
- Received advanced training in educational leadership, personnel management, budgeting, school safety, and organizational leadership.
- Assisted school administrators with instructional leadership, operations, personnel supervision, and student supervision, discipline, and safety.

Principal Fellows, University of North Carolina – Full-time Student 2002-2003

- Full-time Graduate Fellowship in leadership development program designed to prepare future public-school administrators.
- Completed Master of School Administration (PK-12) program while on an approved professional leave of absence.
- Engaged in intensive graduate study and leadership preparation in school administration, instructional leadership, school law, and school operations.
- Principal fellowship preparation preceded a full-time administrative internship.

Academically Intellectually Gifted Teacher, Prospect Elementary 2000-2002

- Designed and delivered differentiated instruction for academically and intellectually gifted students.
- Collaborated with classroom teachers to identify and support advanced learners.
- Developed lessons and supported general education teachers in implementation of strategies to compact and accelerate curriculum.
- Implemented project-based learning.

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4th Grade Teacher, Prospect Elementary

1997-2000

- Provided standards-based instruction aligned with state curriculum standards.
- Supervised students during arrival, dismissal, cafeteria, playground, and field trips.
- Implemented classroom behavior management and intervention strategies.
- Collaborated with special education staff regarding IEPs, behavior intervention plans, and student support.
- Partnered with families to support student academic and behavioral success.

1993 to
1997

Anson County Public Schools

3rd Grade Teacher, Peachland-Polkton Elementary

1995-1997

- Provided standards-based elementary instruction utilizing data-driven instructional practices.
- Supervised students during instructional and non-instructional settings, including arrival, dismissal, playground, cafeteria, and field trips.
- Implemented classroom management strategies and behavioral interventions.
- Collaborated with special education personnel regarding IEP implementation and student accommodations.
- Fostered strong partnerships with families to promote student success.

Title I Reading Teacher, Peachland-Polkton Elementary

1994-1995

- Delivered targeted reading intervention for struggling readers.
- Provided instruction in phonemic awareness, decoding, fluency, vocabulary, and reading comprehension.
- Monitored student progress using assessment data to guide intervention strategies.
- Supervised students in small group instruction.

6th Grade English Language Arts Teacher, Wadesboro Middle School

1993-1994

- Delivered standards-based instruction in English Language Arts.
- Developed lesson plans, assessed student performance, and implemented classroom behavior management.
- Supervised students in instructional and extracurricular events, including field trips, schoolwide assemblies, sporting events, and recess.
- Attended IEP and 504 meetings and collaborated with IEP team members.
- Implemented IEP and 504 accommodations for students with special needs.

PROFESSIONAL CREDENTIALS

ATIXA Certified Title IX Coordinator and Administrator, Level 1
Certified Workplace Mediator & Trainer (CMT) in Conflict Resolution
Conflict Dynamics Inventory Trained, Eckerd College Florida Educational
Florida Educational Leadership Certification
Florida Principal Certification
Florida Elementary Education K-6 Certification

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Past Certifications:

North Carolina Curriculum Instructional Specialist Certification (2004-2021)

North Carolina Elementary Education K-6 Certification, (1993-2021)

North Carolina Academically/Intellectually Gifted (AIG) Certification (2000-2021)

North Carolina School Administrator Certification, (2004-2021)

EDUCATION

Master of School Administration, University of North Carolina, Charlotte, North Carolina
B.S., Elementary Education, Wingate University, Wingate, North Carolina

CONTINUING EDUCATION

K-12 Title IX Coordinator and Administrator, ATIXA, 2023

Youth Mental Health First Aid, YMHFA, 2022