

# Matthew Griggs, D.Arts

+1 518.707.8839 | mpgriggs@gmail.com | matthewgriggs.org

**Administrative Profile** I've spent twenty-five years learning that a school only succeeds when its teachers feel valued and supported. I lead academic operations with a focus on empathy, first-hand classroom knowledge, and practical common sense. My priority is running a smooth program where teachers have the space to do their best work.

## How I Lead

**Understanding the Classroom** I see each administrative decision through a teacher's eyes; I ask if it actually helps a teacher do their job or if it just adds more stress.

**Supporting Teachers** I see my role as someone who clears the way for the faculty. My goal is to get rid of unnecessary roadblocks so that teachers can spend their energy on their students.

**Leading Together** I don't believe in leading through ego or rank. I prefer an environment where we are all accountable to each other and where good ideas matter more than titles.

**Setting the Tone** I make it a point to act exactly the way I expect staff and students to act. That means being patient, respectful, and maintaining a sense of humor and a realistic perspective.

## Main Areas of Work

**School Operations** Planning, teacher evaluations, scheduling, and coordination.

**Curriculum** Managing an IB Diploma Program and making sure what we teach matches our goals.

**Technology** Using digital tools to enhance teaching and reduce drudgery.

## Administrative Experience

**Dhirubhai Ambani International School** | Mumbai, India | 2020–2022 *Middle School Technology Integrator*

- Working with the administration, I smoothed the move to online learning when the pandemic hit. My main priority was making sure students kept learning without burning out the teachers.
- I acted as a mentor for other teachers, helping them figure out how to use new tech tools in a way that made sense for their specific classrooms.

**American International School of Vilnius** | Vilnius, Lithuania | 2007–2015 *Upper School and IB Coordinator*

- I sat on the leadership team that made the big-picture decisions for the school.
- I was the link between the upper school teachers and the administration when problems arose.
- Over four years, I led the school to authorization and implementation of the IB Diploma Program, which involved training the staff, organizing the curriculum, and supervising its first diploma cycle.

**International American School of Warsaw** | Warsaw, Poland | 2005–2007 *Vice Principal*

- I was responsible for evaluating and mentoring 35 teachers. I made sure my feedback was about helping them grow as professionals, not just checking boxes.
- I handled the school schedule and the logistics to make sure everyone's workload was fair.

## Other Experience

**Consultant & Learning Specialist** (2022–Present). I provide direct instruction and ongoing support for students with IEPs, helping to bridge the divide between families and teachers.

**American School of Kuwait** (2016–2018). Taught social studies and English and coached the academic games team.

**University at Albany (SUNY)** (2000–2005). Taught 21 college courses in the humanities.

## Education & Certification

**Doctor of Arts (D.Arts) in Humanities** University at Albany (SUNY).

**Certified Experienced Educator** New Hampshire, USA: Elementary education with middle school extension (K-8) and English (5-12).