

# MATTHEW GRIGGS

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 GUILDERLAND, NY 12084

## SKILLS

- Educational Leadership
- Teacher Mentoring and Evaluation
- IB Diploma Programme Coordination
- Curriculum Development
- Technology Integration
- School Operations and Scheduling
- Faculty Collaboration and Professional Development
- Student Support and Assessment
- International and Cross-Cultural Education
- Classroom Instruction (Elementary-University)
- Standards-Based Learning
- Expeditionary and Experiential Learning

## EDUCATION

**University At Albany (SUNY)**

Albany, NY • 2003

*Doctor of Arts (D.Arts):* Humanities

**University At Albany (SUNY)**

1998

*Master of Arts:* Classics

**University At Albany (SUNY)**

1995

*Bachelor of Arts:* Archaeology

## PROFESSIONAL SUMMARY

International educator and educational leader with more than twenty-five years of experience in the United States, Poland, Lithuania, Kuwait, and India. Experience includes service as vice principal, upper school coordinator, IB Diploma Programme coordinator, technology integrator, and classroom teacher from elementary through university levels. Recognized for building strong relationships, supporting teachers, guiding curriculum development, and fostering engaging learning environments characterized by high expectations, practical leadership, and a commitment to lifelong learning.

## WEBSITES, PORTFOLIOS, PROFILES

- matthewgriggs.org

## WORK HISTORY

**New York State Office of Parks, Recreation and Historic Preservation**  
- Park Ranger

*Albany, New York • 2025 - Current*

- Provide public education, visitor assistance, and resource protection.
- Promote stewardship of natural and historic resources.
- Support emergency response and visitor safety.

**Independent Educational Consultant and Learning Specialist**

*2022 - Current*

- Provide individualized instruction and academic intervention for students with diverse learning needs.
- Collaborate with families and schools to support student success.
- Bridge communication between home and school.

**Dhirubhai Ambani International School - Middle School Technology Integrator / Teacher**

*Mumbai, India • 2018 - 2022*

- Taught English and history in grades 5-7.
- Led middle school technology integration during the COVID-19 pandemic.
- Mentored faculty in instructional technology and effective teaching practices.
- Supported continuity of learning through remote and hybrid instruction.
- Promoted practical technology use that enhanced learning while minimizing unnecessary complexity.

**American School of Kuwait - Teacher, World History and English**

*Kuwait • 2016 - 2018*

- Taught middle school humanities.

GPA: summa cum laude

## CERTIFICATION

- Certified Experienced Educator – New Hampshire
- Elementary Education (K-8)
- English (5-12)

- Updated curriculum and strengthened instructional practices.
- Coached Academic Games and supported extracurricular programs.

### **American International School of Vilnius - Upper School Coordinator, IB Diploma Programme Coordinator, Theory of Knowledge Teacher, and Classroom Teacher**

*Lithuania • 2007 - 2015*

- Served on the Academic Leadership Team.
- Led authorization and implementation of the IB Diploma Programme.
- Coordinated the school's first IB examination cycle and graduating class.
- Organized curriculum development and assessment moderation.
- Led faculty meetings and served as liaison between administration and faculty.
- Directed international educational expeditions and extracurricular programs.
- Taught social studies, English, mathematics, and Theory of Knowledge.

### **International American School of Warsaw - Vice Principal and Teacher**

*Poland • 2005 - 2007*

- Supervised and evaluated approximately thirty-five teachers.
- Managed scheduling and academic operations.
- Supported curriculum development and faculty growth.
- Taught geography, social studies, Theory of Knowledge, and ESL.
- Participated in the successful authorization of the IB Diploma Programme.

### **University at Albany (SUNY) - Lecturer, College of Arts and Sciences**

*Albany, New York • 2000 - 2005*

- Designed and taught twenty-one university courses in literature, archaeology, and cultural studies.

## HONORS AND PROFESSIONAL AFFILIATIONS

- Swiny Fellow, Cyprus American Archaeological Research Institute
- Registered Professional Archaeologist
- Sigma Xi Scientific Research Honor Society
- Eagle Scout, Boy Scouts of America

## PROFESSIONAL DEVELOPMENT

- Microsoft Innovative Educator Expert
- Microsoft Certified Educator
- IB Diploma Programme Coordinator Workshop
- AP World History and AP European History Training
- Harvard Wide World: Differentiated Instruction
- American Red Cross CPR/AED and First Aid