



Mayor of Providence

Brett P. Smiley

February 17, 2023

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1004 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Stephen L. Grace II, of 300 Front Street, Pawtucket, RI 02860, to the position of Director of the Department of Recreation, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in black ink that reads "Brett P. Smiley".  
Brett P. Smiley

Mayor

IN CITY COUNCIL  
MAR 16 2023

RECEIVED

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink that reads "Tina L. Martin".  
CLERK

# STEPHEN L. GRACE II

Pawtucket, RI 02860 | 617-719-0615 | sgraceii@gmail.com

*"Driving Employee-Focused Learning Environments Through Data-Driven Planning and Intervention."*

Collaborative, data-driven, innovative leader with 5 years of extensive experience delivering top-quality special education, system and process improvement, effective educational programs, process flow improvement. Well-driven with business administration being an effective communicator in optimizing academic standards and to harness employee potential. Skilled in developing relationships with superiors and colleagues, while simultaneously developing operations strategies for continuous progress. Highly trained in financial services, CPR, utilization of AED, Safety Care, CPI, and Six Sigma, Microsoft, Google, and Google Analytics. Proficient in liaising between technical developers and management in bringing positive results and effective solutions.

**CORE COMPETENCIES:** Operational Efficiency | Financial Management | Special Education Expertise | School Protocols | Administrative Databases | Student Support | Diversity & Equity | Faculty & Staff Collaboration | Program Design | Behavioral Health

## PROFESSIONAL EXPERIENCE

**Coordinator of Student Support**, Providence, RI

**July 2022 – Present**

*Developing strategy and implantation to improve the performance of Providence Public Schools through the office of Student Support.*

- Coordinate all departments related to student support in 41 Providence Public Schools.
- Revise district attendance policy to be submitted to Rhode Island Department of Education.
- Create tiered attendance intervention strategy to align with MTSS framework.
- Liaison between student support, data teams, redesign and school improvement, operations, and executive teams for student support.
- Design and coordination of community outreach events for PPSD.
- Facilitate the relationship between community partners and schools for attendance intervention and student support
- Design, creation, and implementation of the Attendance Hero brand and marketing plan
- Assists with creation and implementation of school improvement plans
- Creation and leadership of District Attendance Team and Attendance Academy.
- Design, creation and implementation of the universal referral form and process for PPSD.
- Front-end to back-end system analysis for the improvement of the end-user experience
- Coach school leaders and create Individual Growth Plans for K-12 school leaders in Providence.
- Directly responsible for 8 Culture Coordinators and 2 Attendance Liaison.
- Member of the Request for Qualification Team (RFQ) that approves community partner proposals

**MTSS Integration Specialist, Providence Public Schools**, Providence, RI

**August 2021 – Present**

*Plan, support, and execute the implementation of Multi-tiered Systems of Support for elementary and secondary schools within Providence Public Schools.*

- Create and implement district-wide model for student support planning for K-12 schools.
- Facilitate and plan district-wide Pandemic Teaching PLC's focused on collaborative problem solving.
- Coach school leaders and create Individual Growth Plans for K-12 school leaders in Providence.
- Facilitate the creation or revision of cultural priorities to ensure all school-level teams operate through a lens of equity, inclusion, and diversity
- Establish school equity committees focused on improving school culture and eradicating barriers to achieving educational equity.
- Empower school leaders and culture coordinators to create PBIS teams to support MTSS framework.
- Facilitate strategies with district vendors and attendance workgroups to combat chronic absenteeism
- Facilitator of PPSD Attendance Policy Revision Committee tasked with re-writing attendance policy and interventions
- Coordinates with multiple teams in PPSD including central office, Network Team, transformation officers, instructional leaders, student services, Office of RPA, Strategic Community Partnerships, Annenberg, Skyward Team, Kinvoled, data specialists, community specialists, culture coordinators, principals and assistant principals, and school counselors to create strategies



- Excellent understanding of Student Information Systems, Learning Management Systems, Behavior Management Systems, and how to implement and integrate into K-12 schools
- Advanced knowledge of emergency safety protocols and the implementation and training of them
- Assists school leaders with completion of school improvement plans, budgets, and operational decisions
- Creation of in-school organization charts and flow charts for operations and instruction
- Assist schools with implementation of safety and emergency planning including lockdown and fire drill planning
- Require very little supervisory oversight and seek collaboration to inform stakeholders of changes in operations or procedures

**DIRECTOR OF OPERATIONS, BOSTON PUBLIC SCHOOLS, Hyde Park, MA****September 2018 – July 2021**

*Execute all daily operations including, but not limited to, building operations, safety, discipline, attendance, Special Ed, Student Support, IEP, MCAS, and 3<sup>rd</sup> party org coordination, grade cluster meetings, intern supervision, and guidance support.*

- Manage school operation scheduling and ad hoc student schedule while managing the arrival and dismissal of students.
- Develop the bully protocol and bully intervention, simultaneously managing 12 teachers and 90-100 students daily.
- Managed Covid reponses for safe return to school, remote learning scheduling, and Covid response to intervention planning and implementation.
- Monitored staff attendance and created procedure for sign-in/sign-out
- Participated in cabinet, special education, ISL, content, grade-level cluster, and school-specific campus and neighborhood safety meetings.
- Participate in weekly operations meetings, facilitate RTI through operational systems and planning.
- Collaborate with school nurse, health and wellness center, school police, attendance supervisor, Boston Police, Succeed Boston, Social Emotional Learning (SEL), and district operational leaders to ensure students' behavioral health and safety.
- Understanding of F.E.R.P.A. and the subsequent procedural operations for mental health, special education, and healthcare.
- Managed middle school budget and spending according to school and district guidelines

**EXTENDED SCHOOL YEAR ROLES, BOSTON PUBLIC SCHOOLS, Boston, MA****July 2015 – Present**

*Assist in maintaining a safe and productive learning environment for all the severe and moderately disabled students.*

- Special Education teacher in substantially separate autism stand classroom.
- Facilitate the development and the preparedness of all classroom direction and curriculum from all the administrators.
- Collaborative with management in assisting students with social/emotional, medical, and academic responsibilities.
- Monitor student vitals (blood pressure, blood sugar, heart rate) for symptoms of diabetes, high blood pressure, and anxiety.
- Perform Dismissal Coordinator duties for 2 years, such as ensuring students are on the correct transportation forms.
- Served 1 to 1 professional coordination with teachers, ABA's, families, and supervisors regarding a specific student.

**SURROUND CARE PARAPROFESSIONAL-MDC, BOSTON PUBLIC SCHOOL, Hyde Park, MA****March 2015 – March 2018**

*Provided a high quality, early education program designed to meet the needs of the young students and parents in the Company.*

- Accepted the Surround Care Paraprofessional position in the MDC Program at Boston Community Leadership Academy.
- Accountable for assisting the planning, teaching and development of classroom activities in History, Biology, and Math.
- Provided guidance for the implementation of the Social Skills curriculum as well as the Community Advisory class.
- Developed the behavioral crisis intervention included utilization of Safety Care and CPI-Crisis Prevention Intervention.

**SAP DELIVERY MANAGER, AMERICAN PARTNERS, INC., Pawtucket, RI****August 2011 – December 2012**

*Supported in the development of the SAP Delivery Function in partnership with external partners to bring outstanding results.*

- Achieved the primary goal for 2011 to re-establish the vendor relationship of the administration with SAP America.
- Designated to acquire VIP (Very Important Partner) Consultants to leverage opportunities for internal sales growth.
- Supported the training improvement, organization of internal sales programs, and effective recruiting techniques.
- Administered the day-to-day activities of the administration, including uncovering new leads and market information, recruiting top BI talent in the national market, and negotiating contract terms for both clients and consultants.

**B2B Sales Manager, VERIZON WIRELESS, Cranston, RI****March 2009 – August 2010**

*Proficient in unearthing new sales opportunities through administration, networking, and turning them into long-term partnerships.*

- In charge in maintaining and acquiring 100+ employee accounts to help increase the growth of Company sales.
- Collaborated with Verizon Business and Verizon Wireless strategic teams to create business liaison programs including cold-calling, strategic data business application services, major account management, and special wireless project coordination.
- Achieved average revenue growth of 11% per 100+ employee accounts while maintaining high customer service results.
- Coordinated and partnered with several notable accounts including Kraft Group, New England Patriots, Swarovski



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**RETAIL SALES REPRESENTATIVE, VERIZON WIRELESS, North Attleboro, MA** **March 2008 – March 2009**

*Supported the overall sales, customer service, and operations of the retail environment through effective strategies.*

- Successfully thrived in the commission-based sales environment achieving the 110% to quota within the first year.
- Played a critical part in the small retail business, and the sales implementation team gain high growth and profit.
- Maintained the highest key metrics in the New England region, the President's Cabinet Winner for the year-end 2009.
- Dominated as one of the two sales representatives to achieve a regional goal of 10% sales through small business acquisition.
- Demonstrated an extensive product knowledge, placement, and appropriate customer applications of products.
- Received an excellent yearly review based on the work performance and intangible contributions for the Company.

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**MARKETING REPRESENTATIVE, Hess Corporation, Providence, RI** **June 2006 – December 2007**

*Created awareness and developed the brand through building strong customer relationships for continuous development.*

- Effectively implemented and utilized a management training program while exceeding territory net-operating cost goals.
- Performed extensive analysis of key metrics reports and conducted daily in-depth profit and loss/budget analysis.
- Assigned on the recruitment and the supervision of staff for more than 50,000 plus the annual management positions.
- Operated as the key coordinator of special regional projects and assigned to monitoring daily loss-prevention statistics.
- Established strong, trusting relationships in implementing good communication among clients and all co-workers.
- Conducted different administrative tasks and credit reviews to improve the organization's daily operations while increasing sales and brand awareness. Identified demand for products and services by targeting demographics.

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**OTHER PROFESSIONAL EXPERIENCE**

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**VP OF BUSINESS DEVELOPMENT, MOJOBOTHOS NORTHEAST, Attleboro, MA** **January 2011 – January 2017**

*Assisted in the Company's strategy and growth through marketing, operations, logistics, and various recruitment initiatives.*

- Exceeded the expected company goals of 50 events/2 photo booths by year-end 2012 with 107 events/5 photo booths.
- Reduced overall cost of the photo booth acquisition that began from \$9000 then decreased to \$3000 per booth.
- Initiated strong workforce strategies resulted in the employment from 2 employees to 13 employees in 7 months.
- Commenced the new Customer Relationship Management Program's preparation stage to reduce user errors, increase automation, and improve overall customer satisfaction for the continuous improvement of the Company.
- Handled the day-to-day customer interaction and the logistics operations for weekly events, including the schedules, event preparation, customer service, team coordination, training, and the management's payroll.

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**Director of Sales & Marketing, Pixity Booth, Providence, RI** **February 2014 – February 2019**

*Designated on the creation and implementation of sales and marketing strategy and business development of the Company.*

- Developed and utilized the rental, lease and purchase strategies and the authorized resell software license program.
- Accountable for carrying out the training and development needed for the sales teams and marketing information packets.
- Functioned as the Company's marketing and sales liaison between the ownership/proprietors and technical developers for the creation of the Pixity Booth iOS app and dashboard that will be utilized to aid in Company development.

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**KEY ACCOMPLISHMENTS**

- Recognized and acknowledged by the Telescope Network Professional Development as an effective educator who went above and beyond specific tasks with planning and execution during the Remote Learning in the spring of 2020.
- Altered the Home Visit policy at New Mission to include visits of SEL Support, food delivery, and delivery of technology.
- Established Workshop Wednesdays, which is a multi-tiered system to help struggling students during remote learning.
- State Championship winning assistant coach at New Mission High School (2014 volunteer, 2016 coach)

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**EDUCATION**

**Master's Degree in Special Education**

*Regis College, Weston, MA*

August 2020 – December 2021

**Bachelor of Science in Financial Services**

*Johnson & Wales University, Providence, RI*

September 2000 – May 2006

**Associate Degree in Business Administration**

*Johnson & Wales University, Providence, RI*

September 2002 – May 2004

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**TECHNICAL SKILLS**

**Microsoft Office Suite** (Word, Excel, PowerPoint), **iOS Applications**, **Google Suite of Products**, **Aspen SIS**, **Panorama LMS**, **Educators Handbook**, **Skyward SIS**, **Kinvolved Attendance Software**