

# Richard A Cooper

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Dedicated and detail-oriented professional with extensive experience in data management, compliance, and community engagement, seeking a position on the Pataskala Board of Zoning Appeals. As a current board member, I have successfully interpreted zoning ordinances and made informed decisions that uphold the city's Comprehensive Plan. My background as a Data and Assessment Coordinator and Assistant Principal has equipped me with the analytical skills to assess complex information, identify trends, and communicate effectively with diverse stakeholders.

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## EXPERIENCE

### Reynoldsburg City Schools – *Data and Assessment Coordinator*

Aug 2024 - Present

- Collect, organize, and maintain student data and assessment records
- Analyze assessment results to identify trends, district strengths and areas for improvement
- Prepare and present data for district leadership, building leadership, teachers and any other stakeholder as needed.
- Support and provide training for assessment usage and data analysis
- Maintain records in compliance with federal, state and local regulations regarding student data privacy and assessment practices.

### Lakewood High School (LLSD), Hebron, OH – *Assistant Principal*

Aug 2022 - July 2024

- Coordinated all aspects of state assessments (AIR) for the building in collaboration with district administration including maintaining supplies, training staff on test administration and security, and monitoring testing sites during implementation.
- Managed, administered and planned various assessments such as ACT/PSAT and ASFAB, standardized tests, and other district data collections in collaboration with other administrators.
- Analyze data and assessment results to determine individual student outcome and performance.
- Prioritize instructional strategies which led to more individualized instruction and technology integration in classroom setting(s)
- Collaborate with the building and district leadership team to implement the Ohio Improvement Process for the district.
- Create and present Professional Learning sessions for over 40 employees to engage staff in a high quality work environment and to motivate team members to improve their skills to perform at their highest level.
- Design meaningful learning experiences for staff members on current and new technology provided to the district to engage students in meaningful classroom instruction.
- Developed and Implemented MTSS/RTI/PBIS process and protocol for the high school within my first year.
- Achieved Bronze level state recognition in MTSS/RTI/PBIS for the first time ever and applied for Silver level state recognition this school year.
- Developed new procedures and processes that support the district and building strategic plans and continually evaluate existing procedures.
- Responsible for routine 1:1 evaluation, discipline and recognition of team members providing statistical and performance feedback as well as coaching and mentoring.
- Manage, evaluate and mentor a team of 40+ staff members including providing growth opportunities, PTO approvals, and

management of department budgets.

- Collaborate with senior leadership to identify, interview, and hire highly qualified candidates
- Collaborate with senior leaders to develop systems and procedures to handle employee concerns in a timely and efficient manner.

### **Pickerington High School Central (PLSD), Pickerington, OH — *Lead Assistant Principal***

Aug 2018 - July 2022

### **Toll Gate Middle School (PLSD), Pickerington, OH — *Assistant Principal***

Aug 2017 - July 2018

### **River Valley Middle School (River Valley Schools), Caledonia, OH — *Assistant Principal/Athletic Director***

July 2014 - July 2017

### **Centerburg High School, Centerburg, OH — *Director of Bands / Music Department Head***

July 2005 - July 2014

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## **OTHER EXPERIENCE**

### **Vacations by Coop and Wishes 3, Pataskala, OH - *Owner / Independent Contractor***

July 2022 - Present

- Develop initial relationships with families looking to travel to any of the Walt Disney Companies travel locations.
- Prepare customized itineraries, proposals and quote to families and entering data into tracking spreadsheet
- Research and recommend the best menu, amenities, and activities for each family according to their travel wishes.
- Schedule and attend meetings with clients to create a better understanding of their wants and needs for their travel experience.
- Provide the best possible customer service while focusing on developing a “magical experience” for the client.
- Maintain detailed records on each client in every step of the sales cycle and after.
- Communicate regularly with host travel agency about projected sales, current trips and upcoming events.
- Remain current on with the ‘College of Disney Knowledge’ to maintain the most up to date information in regards to Disney Travel.

### **Board of Zoning Appeals, Pataskala, OH - *Board Member***

July 2022 - Present

- Hear appeals of decisions rendered by zoning administration
- Interpret unclear provisions in the zoning ordinance
- Decide on applications by landowners to permit building or land usage which vary from zoning regulations
- Uphold the city Comprehensive Plan in decisions made for zoning appeals

### **Cooper’s Knoll Properties, Pataskala, OH - *Owner***

Jan 2023 - Present

- Purchase, maintain and rent apartments / rental homes to individuals
- Investigate rental applications / background history of potential clients

- Provide maintenance / up-keep on the properties and arrange for professionals when needed

### **Cooper's Knoll Farm, Pataskala, OH - Owner**

Jan 2023 - Present

- Maintain health care and well-being of farm animals including daily feedings and medicine if needed
- Arrange for private tours to allow families to visit and learn about farm life
- Edit and organize records for animal care and client visits

### **Shepherd Church of the Nazarene, Gahanna, OH - Praise Team Member**

July 2003 - Present

- Participate as a member of the worship arts team
  - Host and co-lead small group
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## **EDUCATION**

### **Ashland University, Ashland, OH — Master Degree**

May 2013

Master of Arts - Education Administration.

### **Mount Vernon Nazarene University, Mt. Vernon, OH — Bachelor Degree**

May 2003

Bachelor - Education.

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## **Technical Skills**

**MS Office Suite | Google Education Suite | Frontline | Infinite Campus | WeVideo | Adobe Suite**