

# AMY CORNFORTH

<b>Full Name</b>	AMY CORNFORTH
<b>Address</b>	2215 Dax Lane Norman, OK 73072
<b>Phone</b>	1 (405) 312-1562
<b>Email</b>	acornforth@matech.edu

## Assistant Superintendent of Instruction

<b>Location</b>	Mid-America Technology Center
<b>Category</b>	Administration
<b>Position Type</b>	Full Time
<b>Remote/Hybrid</b>	Not Available
<b>Pay Type</b>	
<b>School Year</b>	2026 / 2027 School Year
<b>Internal Notes</b>	

Welcome!


Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

Mid-America Technology Center considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, Mid-America Technology Center complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Mid-America Technology Center also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the coordinator of the Mid-America Technology Center's effort to assure nondiscrimination.

### Resume

#### Share Your Resume

If you would like, please share your resume with us.

 AmyC resume 2026 March.pdf

### Contact Information

#### Contact Information

Please provide your contact information.

<b>Name</b>	AMY CORNFORTH
<b>Phone</b>	1 (405) 312-1562
<b>Address</b>	2215 Dax Lane Norman OK 73072

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## MATC Questions

Are you over the age of 18?

Yes

Date you can begin to work

Mar 11, 2026

Salary desired

competitive

Are you willing to work overtime?

Yes

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

All Employers

Current employer only

Have you ever been employed by Mid-America?

Yes

State the name(s) of any relative(s) at MATC employ and your relationship to them.

NA

Have you ever been convicted of a crime?

No

If yes to have you ever been convicted of a crime?

Please state the nature of the offense, when, where, and nature of the case.

NA

Have you ever served in the U.S. Armed Forces?

No

If yes to have you ever served in the U.S. Armed Forces?

Please list any job-related duties in the service, including special training that is relevant to the position for which you have applied.

NA

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## Education

Education

Southern Nazarene University

<b>Degree</b>	Doctorate	<b>Graduate?</b>	No
<b>Dates</b>	- May 2, 2026		
<b>GPA</b>	4.00		

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East Central University

<b>Degree</b>	Masters	<b>Graduate?</b>	No
<b>Dates</b>	- May 1, 2021		
<b>GPA</b>	4.00		

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Southwestern Oklahoma State

<b>Degree</b>	Bachelors of Science	<b>Graduate?</b>	No
<b>Dates</b>	- May 1, 1998		
<b>GPA</b>	3.76		

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## Prior Work History

Employment History

Director of Instruction

<b>Employer</b>	Mid America Technology Center
<b>Dates</b>	Jul 1, 2024 - CURRENT
<b>Location</b>	Wayne OK, 73095
<b>Salary</b>	\$108,000
<b>Reason For Leaving</b>	Would like to promote
<b>Supervisor Name</b>	Dallas Krout (previously Denny Prince)
<b>Supervisor Phone</b>	
<b>Supervisor Email</b>	
<b>Can Contact?</b>	Yes

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Assessment Center Coordinator

<b>Employer</b>	Mid America Technology Center
<b>Dates</b>	Jul 1, 2021 - Jun 30, 2024
<b>Location</b>	Wayne OK, 73072
<b>Salary</b>	\$85,000
<b>Reason For Leaving</b>	promotion
<b>Supervisor Name</b>	Dallas Krout
<b>Supervisor Phone</b>	
<b>Supervisor Email</b>	
<b>Can Contact?</b>	Yes

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Math Instructor

<b>Employer</b>	Mid America Technology Center
<b>Dates</b>	Aug 1, 2013 - Jun 30, 2021
<b>Location</b>	Wayne OK, 73095
<b>Salary</b>	\$65,000
<b>Reason For Leaving</b>	promotion
<b>Supervisor Name</b>	Malachi Blaxton
<b>Supervisor Phone</b>	
<b>Supervisor Email</b>	
<b>Can Contact?</b>	Yes

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References

References

Denny Prince

**Relationship** former supervisor

**Time Known** approx. 8 years

**Email** dgp3520@gmail.com

**Phone** (405) 206-1650

Stephanie Branch

**Relationship** friend

**Email** sbranch1@windstream.net

**Phone** (405) 802-5400

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Additional Applicant Information

Memberships, awards, and additional training.

Please list job-related memberships, awards, or training that you believe qualify you for the position for which you are applying. Please do not include

any job-related memberships, awards, or training that may tend to indicate the applicant's gender, age, race, national origin, religion, disability, or status as a Vietnam-era or special disabled veteran.

OkACTE

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Skills, licenses, and/or trade/professional certifications.

That you believe are related to the job for which you are applying and specifically qualify you to work at Mid-America

Superintendent Certification

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Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

This is my 13th year at MATC, and I have enjoyed all of the roles I have been privileged to have. I would love to finish my career here and help MATC continue to be the best tech center!

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Digital Signature

Digital Signature

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from MID-AMERICA TECHNOLOGY CENTER's employ. I further certify that I, the undersigned applicant, have personally completed this application.

2. Any offer of employment I may receive from MID-AMERICA TECHNOLOGY CENTER is contingent upon my successful completion of MID-AMERICA TECHNOLOGY CENTER's total pre-employment screening process, including MID-AMERICA's receipt of references that it considers satisfactory and my satisfactory completion of any post-offer pre-employment medical examination that MID-AMERICA TECHNOLOGY CENTER may require. I also agree, if employed, to submit to a medical examination at any time MID-AMERICA TECHNOLOGY CENTER requests, in accordance with any applicant law. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to MID-AMERICA TECHNOLOGY CENTER.

3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening at any time at the discretion of MID-AMERICA TECHNOLOGY CENTER. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to MID-AMERICA TECHNOLOGY CENTER.

4. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work, performance, abilities, and other qualities pertinent to my qualifications for employment. I further authorize my present and former employers and those individuals I have listed as personal references to disclose to MID-AMERICA TECHNOLOGY CENTER any and all letters, reports, and other information pertaining to my employment with them without giving me prior notice of such disclosure. In addition, I hereby release MID-AMERICA TECHNOLOGY CENTER, my present and former employers, and those individuals I have listed as personal

references from any and all claims, demands, or liabilities arising out of or in any way related to such investigations or disclosure.

5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of MID-AMERICA TECHNOLOGY CENTER. I understand nothing contained in this application or conveyed to me during any interview that may be granted is intended to create an employment contract, express or implied, between me and MID-AMERICA TECHNOLOGY CENTER. I further understand that no administrator or representative of MID-AMERICA, other than the Superintendent, subject to the approval of the Board of Education, has any authority to enter into any agreement with me for employment with MID-AMERICA TECHNOLOGY CENTER, and that any such agreement, if any, shall be in writing, signed by the Superintendent, and approved by the Board of Education.

6. I understand that if offered employment, I will, as a condition of my employment, be required to submit proof of my identity and legal right to work in the United States on or before my first day of employment.

7. If the position for which I have applied requires driving an automobile or a school bus in the course of work, I understand that I will be required to possess a current, valid, and appropriate Oklahoma drivers license or a school bus license, and I understand that I may be required to provide a copy of my driving record and proof of insurance.

8. I have reviewed the essential job functions of the position applied for and hereby certify that I am able to do them with or without a reasonable accommodation.

9. In processing my application for employment, I understand that MID-AMERICA TECHNOLOGY CENTER may obtain or have prepared a consumer or investigative report for employment purposes concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal background, or mode of living. I understand that upon written request to MID-AMERICA TECHNOLOGY CENTER, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation. (I understand that an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends or associates with whom I am acquainted.) By signing below, I am authorizing MID-AMERICA TECHNOLOGY CENTER to obtain a consumer or investigative consumer report on me as a part of MID-AMERICA TECHNOLOGY CENTER's pre-employment background screening process. If I am offered employment by MID-AMERICA TECHNOLOGY CENTER, I further authorize MID-AMERICA TECHNOLOGY CENTER to obtain additional consumer reports on me for employment purposes at any time during my employment. By my signature below, I also acknowledge that MID-AMERICA TECHNOLOGY CENTER has provided me with a summary of my rights under the Federal Fair Credit Reporting Act.

10. I understand that the request for the information above will be used to acquaint MID-AMERICA TECHNOLOGY CENTER with my qualifications for employment and does not in any way constitute an offer of employment.

My signature below certifies that I have read and understand this pre-employment statement and agree to the terms and conditions outlined herein.

  
Electronically signed by Amy Cornforth at 03/11/2026 3:59 pm

# AMY CORNFORTH

2215 Dax Lane | Norman, OK 73072 | 405.312.1562 | acornforth@matech.edu

## EDUCATION

### Southern Nazarene University

Doctor of Education in Administrative Leadership

expected May 2026

4.0 GPA

### East Central University

Master of Education (Educational Leadership)

May 2021

4.0 GPA

### Southwestern Oklahoma State University

Bachelor of Science (Math Education)

May 1998

3.76 GPA

## EXPERIENCE

### Director of Instruction

Mid-America Technology Center

July 2024-present

### Assessment Center Coordinator

Mid-America Technology Center

July 2021-June 2024

### Math Instructor

Mid-America Technology Center

August 2013-June 2021

## CERTIFICATIONS

### Superintendent

State of Oklahoma (passed test in September 2024)

### Secondary and Elementary Principal

State of Oklahoma (passed test in 2021)

### Secondary Math

State of Oklahoma (passed tests in 1998)

## LEADERSHIP

Band Booster President/Vice President – Washington

Basketball Booster Office – Washington

Church Volunteer

Volunteer Basketball Coach



## **ASSISTANT SUPERINTENDENT of INSTRUCTION**

**Job Summary:** The Assistant Superintendent of Instruction provides executive-level leadership for instructional programs and support services across the District. This role supports the Assistant Superintendent of Operations and the Superintendent in strategic planning, policy development, program oversight, and compliance with state and federal requirements. The role also leads the development, implementation, and evaluation of instructional programs, staff development, budgeting for instructional areas, and public and professional relationships. The Assistant Superintendent of Instruction ensures high-quality educational services through effective management, collaboration, and continuous improvement.

### **Education and Experience Requirements:**

- Master's degree in a related field
- Minimum of five years successful experience in teaching, administration, and/or supervision within career and technology education
- Experience as an Assistant Superintendent, Principal, or Director in a career and technology education setting or equivalent experience in curriculum development or instructional supervision is preferred
- Standard or Provisional Superintendents Certificate required

### **Terms of Employment:**

- 12-month, exempt employee

**Key Duties and Responsibilities:** including other duties as assigned

- **District Planning and Leadership**
  - Assist in defining short- and long-range educational needs, establishing District goals, and formulating policies and plans for recommendations to the Superintendent
  - Coordinate development of long-range plans for instructional programs and support services

- Participate in team management processes and support the District's organizational management philosophy
- Attend all regular and special Board of Education meetings and participate in administrative and school functions
- **Policy, Compliance, and Reporting**
  - Stay informed of and interpret laws, regulations, and policies affecting the District and assist in enforcing Board of Education policies and procedures
  - Prepare and submit required reports and documents to the Superintendent, Board of Education and the Oklahoma Department of Career and Technology Education
  - Identify, prepare, evaluate, and disseminate relevant research to senior leadership
- **Instructional Leadership**
  - Provide leadership in developing, implementing, and evaluating competency-based instructional materials
  - Plan and coordinate full-time and short-term instructional programs
  - Lead development of instructional support activities including student services, job placement, financial assistance, curriculum/media development, and specialized programs
  - Develop and implement an instructional audit system to assess program quality and support planning
  - Plan activities to support students with basic education deficiencies or special education needs
  - Maintain effective use of program advisory committees
- **Staff Development and Personnel**
  - Supervise planning and implementation of staff development and in-service training for instructional and support staff
  - Assist in recruiting and employing personnel for instructional programs and support services
  - Coordinate instructor evaluation procedures to ensure compliance with state and federal compliance requirements
  - Conduct annual evaluations of all personnel under direct supervision
  - Participate in annual performance evaluation with the Superintendent

- **Facilities and Operations**
  - Coordinate planning for new construction or facility modifications in collaboration with the Assistant Superintendent of Operations, Superintendent and Director of Operations
  
- **Finance and Budget Management**
  - Assist in preparing and administering the instructional budget
  - Oversee budgets for full-time and short-term instructional programs, curriculum/media development, student services, and dropout prevention
  - Establish and maintain procedures and controls for expenditures in accordance with the adopted budget and school code
  - Monitor purchasing of instructional supplies and equipment
  
- **Public and Professional Relations**
  - Support public relations efforts to promote understanding, morale, and public awareness of District activities and achievements
  - Assist in working with state legislative delegation and maintain strong relationships with the Oklahoma Department of Career and Technology Education
  - Maintain effective communication and cooperative working relationships with instructors, directors, and staff
  - Maintain professional competence through participation in professional and civic activities
  
- **Other Responsibilities**
  - Perform additional duties, assume responsibilities, and exercise authority as assigned by the Superintendent

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Extensive experience in instructional leadership including oversight of curriculum, instructional programs, or instructional support services
- Demonstrated knowledge of competency-based education, curriculum development, instructional methods, and program evaluation
- Experience supervising instructors and other educational staff
- Proven ability to interpret and apply state and federal laws, regulations, and Board of Education policies related to instructional programs

- Experience preparing reports, plans, and documentation for District leadership, Board of Education, and state agencies
- Strong skills in long-range planning, strategic development, and implementation of instructional initiatives
- Experience managing or assisting with instructional budgets, financial controls, and purchasing procedures
- Ability to coordinate staff development, in-service training, and personnel evaluation processes
- Strong communication and collaboration skills for working with directors, instructors, staff, advisory committees, and community partners
- Background in designing or implementing instructional audit systems or program evaluation frameworks
- Ability to work effectively with state education agencies, especially the Oklahoma Department of Career and Technology Education

**Work Environment/Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, walk, and sit
- Required to use hands to finger, handle, or feel
- Required to reach with hand and arms
- Required to talk and hear
- Frequently required to climb or balance and stoop, kneel, crouch, or crawl
- Frequently required to lift and/or move up to 10 pounds and occasionally up to 25 pounds
- Frequently exposed to moving mechanical parts and fumes or airborne particles
- Occasionally exposed to wet and/or humid conditions and outside weather conditions
- Moderate noise level

**The incumbent should demonstrate a commitment to professional development and continuous school improvement initiatives, demonstrate effective understanding and willingness to learn the operations of the district, seek guidance and input, be loyal and behave in a professional manner towards staff, Mid-America Technology Center, as well as administration, and maintain confidence.**