Portfolio: Associate Director

Caylib Mason

Portfolio Sections

Below are the key components of this portfolio:

Section	Page	Description
Cover Letter	2	
Resume	3	A full overview of my work history and core responsibilities.
Expanded Position Details	5	Expanded details of key achievements and results from my tenure at Cardington-Lincoln, Big Walnut, and Harbor Group.
Letters of Recommendation	8	Endorsements from professional colleagues and supervisors.

Caylib Mason
235 Shepper Ave
Plain City, Ohio 43064
(419) 233-1005
caylibmason@gmail.com
January 16, 2026

Dear Members of the Board,

Before introducing myself, I want to first thank you for taking the time to consider me for the Associate Director position with Miami Valley Technology and Communications Group. With a career dedicated to leading innovation and supporting technology in Ohio's educational sector, I am eager to bring my strategic leadership and project management expertise to MVTCG.

My background as the Technology Director at Cardington-Lincoln has prepared me to serve as a leader for innovation, focusing heavily on process development and refinement to increase overall efficiencies within the organization. In both this role and my role at Big Walnut, I have managed comprehensive operations, including infrastructure, budgets, planning, and compliance. These experiences have honed my ability to translate technical needs into actionable organizational strategies that will serve all of our stakeholders, both present and future.

Several key areas of my experience will directly translate to the goals of MVTCG:

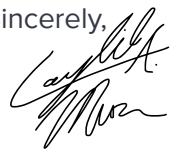
- **Project Management** - As a certified Project Management Professional, I have successfully overseen significant infrastructure projects and change operations.
- **Operational Excellence** - My tenure as Maintenance Coordinator for Harbor Group Management involved overseeing operations and managing human capital, demonstrating my ability to lead teams and resolve complex disputes.
- **Educational Technology Leadership** - My upcoming Certified EdTech Leader designation and Bachelor of Science in IT MAnagement reflect a deep commitment to technology in education.

Beyond my technical qualifications, I pride myself on strong interpersonal and relationship building abilities. Whether assisting in the development of HR policies or implementing district-wide professional development, my focus remains on collaborative growth and clear communication.

Beyond this page, you will find my resume, expanded details of job functions with key milestones and certifications earned during my tenures. This is to emphasize my commitment to lifelong learning, which is further detailed by the letters of recommendation that follow.

Thank you again for your time and for considering me for the Associate Director position. I look forward to the possibility of discussing how my leadership and technical background can contribute to the continued success of MVTCG.

Sincerely,



Caylib Mason

Caylib A. Mason

235 Shepper Ave
Plain City, Ohio 43064
(419) 233-1005
caylibmason@gmail.com

EXPERIENCE

Cardington-Lincoln Local Schools, Cardington, Ohio - *Director, Information Technology*

MAY 2025 - Present

- Serve as district leader for innovation driven through technology, project management, and change management.
- Develop process standards for the district, including trainings on changes and compliance
- Oversee all operations pertaining to technology in the district

Big Walnut Local Schools (ESCCO-Contracted), Sunbury, Ohio - *Information Technology Specialist*

AUG 2021 - MAY 2025

- Primary contact for infrastructure, project management, and professional development for the district
- Oversaw budget, helpdesk operations, security, and compliance for the department
- Assisted HR with policy development and internal communications

Harbor Group Management, Columbus, Ohio Metro - *Maintenance Coordinator*

JUN 2019 - AUG 2021

- Oversaw operations across properties in the region, including management of 15 maintenance associates.
- Assisted Property Managers with human capital management and dispute resolution as needed.
- Instrumental in acquisition and disposition of properties through unit inspections, investor communications, and due diligence.

Wapakoneta City Schools, Wapakoneta, Ohio - *Systems Administrator*

MAY 2012 - AUG 2017

- Developed and maintained ticketing system, as well as the employee help center

Shawnee UMC, Lima, Ohio - *Director of Technology*

AUG 2014 - AUG 2017

- Oversaw technology operations, set policies and systems, analyzed needs, purchased equipment and software

EDUCATION

Western Governors University, Salt Lake City, Utah

MAR 2023 - JAN 2026

Bachelor of Science in Information Technology Management

Kent State University, Kent, Ohio

AUG 2017 - AUG 2018

Completed relevant coursework in Business Management with an emphasis in Information Technology Management

LICENSES & CERTIFICATIONS

CETL (Certified EdTech Leader)

Expected Feb 2026

Extreme Networks Certified Network Associate

Issued June 2023

Extreme Networks Certified Wireless Technician

Issued July 2023

ChromeOS Certified Administrator

Credential ID 62136576

Project Management Professional

Issued May 2020, renewed January 2022

SKILLS

- District Administration through Technology and Innovation
- Project Management & Change Management
- Cybersecurity and Asset Protection
- Windows and Apple (iOS, macOS, and tvOS) Management
- Extreme Networks Switching and Wireless
- Mitel and Cisco Phone Systems
- Google, Microsoft, and Adobe Admin Console
- Process Development and Implementation
- Training and Professional Development Implementation
- Strong Interpersonal, Active Listening, and Rapport-Building Abilities

Cardington-Lincoln Local Schools, Cardington, Ohio - *Director, Information Technology*

MAY 2025 - Present

Essential Job Duties

- Provide leadership, vision and management regarding IT issues and items
- Work with the buildings and staff to assess and respond to IT needs
- Hold meetings to review strategic goals and initiatives, promote team building and work to provide growth paths for staff in district
- Develop and provide professional development opportunities for staff
- Serve on planning and policy making committees
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages
- Responsible for the ordering, acquisition, inventorying, and disposition of hardware and software
- Serve as primary contact with outside vendors in the generation of RFP's, bids, contracts, agreements, and other major vendor interactions
- Maintain security and privacy of the information systems and communication lines
- Develop programs and projects from the point of view of achieving the organizational goals and objectives
- Oversee the design and implementation of Instructional Technology programs in conjunction with the Department of Curriculum and Instruction

Accomplishments and Key Milestones

- Developed, distributed, and coordinated RFP process for new copier contract within two weeks of starting position
- Developed and successfully implemented new helpdesk process for technology and maintenance
- Developed technology cycling plan for staff and student devices
    - This includes an additional plan for parts recycling for student devices, saving additional funds
- Performed cost analysis of current services and eliminated services that were no longer needed
    - This resulted in a total savings in monthly technology operations cost of approximately 75%
- Developed district cybersecurity framework, following NIST CSF V2.
    - Implementation and adoption on-going
- Provided on-going group and individualized training sessions on various technology topics.
- Provided on-going updates to the Superintendent's cabinet regarding legal updates, process changes, and various needs-analysis pushes around the district.

Big Walnut Local Schools (ESCCO-Contracted), Sunbury, Ohio - *Information Technology Specialist*

AUG 2021 - MAY 2025

Essential Job Duties

- Serve as a primary district contact for staff seeking technology support, training, or assistance with instructional tools
- Provide support with installation and maintenance of technology, both hardware and software
- Perform network infrastructure maintenance, inventory, and implementation
- Develop professional development opportunities for all staff on various technology as needed
- Serve as contact for vendors for RFPs, purchasing, and construction
- Coordinate technology integration on new construction projects
- In conjunction with Technology Director, develop replacement plan for critical infrastructure
- In conjunction with Maintenance and Technology teams, develop and maintain an inventory management system for the district

Accomplishments and Key Milestones

- Successfully opened new 300,000+ SF High School six months earlier than planned
    - This included all patching work, implementation of new servers, wireless controllers, access control, and various other A/V systems
    - This also included providing robust trainings on new classroom technology, such as interactive projectors, new phone system and PA system
    - Conducted all follow up with contractors for completion of punchlist items
- Successfully implemented new technology in all classrooms in five of the districts buildings
    - This included a competitive bidding process to furnish new computers, projectors, and phones
    - This also included training for all staff on the above listed items
- Developed cybersecurity framework for the district in 2022 and successfully implemented changes
- Redesigned district website after public feedback and internal workgroups, consolidating over 1000 pages into 56 total.

Certifications Earned during Tenure

Certified ChromeOS Administrator | Google Certified Educator Level I & I
Extreme Networks Certified Network Associate | ENC Wireless Technician
Project Management Professional

Harbor Group Management, Columbus, Ohio Metro - *Maintenance Coordinator*

JUN 2019 - AUG 2021

Essential Job Duties

- Provide training, guidance, and supervision to the maintenance team
- Ensure work orders are being completed timely and thoroughly
- Schedule and supervise in-house and vendor/contractor work
- Manage inventory, ordering, and delivery of all necessary supplies and equipment for the service team
- Schedule and perform preventive maintenance
- Research and evaluate current and potential products used in the maintenance and upkeep of the property; make recommendations as appropriate
- Assist team in fulfilling service requests

Accomplishments and Key Milestones

- Maintained low employee turnover through the COVID-19 pandemic
- Worked with Capital Planning to develop scope for renovations, additions, and modification to the property
- Developed training program for maintenance technicians to obtain HVAC certification
- Planned employee performance evaluations, while establishing clear goals for associates
- Developed modified operations plans during the COVID-19 pandemic, including reservation software for amenity usage, cleaning protocols, and staff rotations
- Managed all vendor relations, schedules, and payment for 820 units
- Assisted property manager in other management activities as needed, such as legal and security
- Instrumental in the disposition of property, including due-diligence and investor communications
    - The last disposition I worked on was valued at $92 million

Certifications Earned during Tenure

ESCO HVAC Certification | Ohio Department of Public Safety Firefighter I & II
Certified Pool Operator

Awards Earned during Tenure

Perfect Scorer Award - Earned a perfect score on a mystery shopper; this means that when I showed an apartment to a potential buyer, I conformed to all company and legal procedures without fault.

Cardington-Lincoln Local Schools

Todd Spinner, Superintendent • Erin Long, Treasurer
Ron Williams, High School Principal • Eric Pettit, Middle School Principal
Patrina Elliott, Elementary Principal
Jennifer Zierden, Director of Curriculum • Amy Hill, Director of Special Education

To Whom It May Concern,

I am writing to strongly recommend Mr. Caylib Mason for an Associate Director position with your organization. I have had the opportunity to work closely with Caylib since August, and in that time he has consistently demonstrated the professionalism, integrity, and service-oriented leadership that are essential in a regional ITC environment.

In my role as Director of Curriculum and Assessment, I work closely with Caylib on systems that directly support instruction, assessment, and district accountability. He is exceptionally dependable and responsive, particularly when addressing time-sensitive or high-stakes needs. Caylib follows through on commitments, pays close attention to detail, and approaches his work with efficiency and purpose. When he says he will do something, I trust that it will be done—and done well.

Caylib is forward-thinking by nature and consistently plans with both present and future needs in mind. He inherited a technology department and infrastructure that were antiquated and misaligned with current demands. Through thoughtful assessment, professional networking, and strategic decision-making, he identified areas of weakness and implemented meaningful improvements that have impacted every department in the district. As a result, we now have systems that are meeting today's needs while also providing a solid foundation for the future.

One example that stands out is Caylib's work to ensure all devices and systems were updated, stable, and fully prepared for state and national assessments. This level of readiness required careful planning and attention to detail, and it provided staff with confidence and stability during critical testing windows.

Equally important is how Caylib works with people. He is personable, approachable, and skilled at supporting staff without making them feel overwhelmed or inadequate. He explains technical concepts clearly and respectfully, helping staff build confidence and trust. He is always willing to step in wherever help is needed and approaches challenges with a calm, solutions-oriented mindset.

Caylib never loses sight of the purpose behind his work. His decisions are grounded in what is best for students, and he works intentionally to make systems easier for staff so they can focus on teaching and learning. Caylib is a tremendous asset to our district.

I recommend Caylib without hesitation. He is someone I trust, rely on, and value greatly as a colleague. His leadership, integrity, and commitment to making systems work better for people—especially students—have made a noticeable difference in our district. I am confident he will bring the same level of dedication, professionalism, and positive impact to an ITC leadership role.

Sincerely,

Jennifer Zierden
Director of Curriculum, School Improvement and Assessment
Email: jennifer.zierden@cardington.k12.oh.us
Phone: 419-560-7246

DISTRICT ADMINISTRATIVE OFFICE
110 Tippett Court
Sunbury, Ohio 43074
740.965.3010
www.bwls.net

To whom it may concern,

I am pleased to write this letter of recommendation for Caylib Mason, whom I had the pleasure of working with for four years. During our time together, I came to know Caylib as an exceptionally talented and hardworking individual.

As a member of our technology department, Caylib demonstrated excellent skills in repair, resolution, training and project management. Caylib had a very strong understanding of district operations, infrastructure and systems. He consistently met and exceeded his goals, and was always eager to take on new challenges. He has a strong work ethic and takes great pride in his work.

One of the things that impressed me most about Caylib was his ability to educate himself on our district systems and buildings and how they are tied together which gives him a lot of institutional knowledge. Caylib, through his excellent problem-solving skills and creative thinking made him a huge asset to our department.

Caylib was also a great team player, and was always willing to help and support his colleagues. He has excellent communication skills and can convey complex information in a clear and concise manner. He is also a great listener, always taking the time to understand other people's perspectives.

In summary, I highly recommend Caylib Mason for any position he may be applying for. He would be an asset to any organization, and I am confident that he will continue to excel in his future endeavors.

Please feel free to contact me if you require any further information.

Sincerely,

Wayne Thompson
Director of Information Technology (Retired)
Big Walnut Local Schools

BIG WALNUT HIGH SCHOOL
713 North Miller Drive
Sunbury, Ohio 43074
740.965.7778
www.bwls.net

Layne Payne
Big Walnut High School
Sunbury, OH 43074
laynepayne@bwls.net

December 29, 2025
Re: Caylib Mason

To the Hiring Committee:

It is my pleasure to recommend Caylib Mason for the role of Associate Director for Miami Valley Educational Computer Association. During his time at Big Walnut Local Schools, I became very familiar with Caylib's work ethic and incredible wealth of knowledge, and found him to continuously be an innovative and adaptable co-worker in the theater, as well as a great resource and personable go-to within the district as a whole. Caylib was recommended to me years ago when he was first hired at Big Walnut to come in as the theater technical director, and he distinguished himself immediately to me by his talent, desire to collaborate, and his attention to detail. Caylib gives his all to everything he does, and truly was vital in creating an amazing experience for both the kids in our program as well as the community coming to see our shows.

Caylib is highly intelligent, and has a wonderful inquisitive nature in all that he does, which lends itself well to his work. I think these qualities would make him a fantastic Associate Director, because of how well he problem-solves and still manages to finish projects or fix things that break or go wrong in the auditorium during a production well before deadlines. He manages projects and takes on large challenges. In addition, he is a great leader, and was wonderful with the students—he not only maintains his upbeat personality through even the hairiest of tech rehearsals and set construction projects, but also really taught them practical skills that they carried with them into other BW events, as well as community ones, and stayed organized every step of the way regardless of whatever the task was at hand.

On a personal level, Caylib is one of my favorite people; he is the type of person who learns from everything in life—and grows from it all, bettering himself each day. He craves knowledge, and he works harder than most adults I know to continue to grow and expand his skill set. Caylib is an exceptional candidate for this position, because he will learn every system and process inside and out, and I'm fairly certain he can learn and master anything he doesn't already know. What makes him stand out, however, is that he never learns something because he "has" to—he truly WANTS to master everything that is handed to him. It's such an exceptional and rare trait in a person, and one any organization lucky enough to have him should never take for granted. Caylib has proven himself over and over again to have the perseverance, initiative, and intellectual creativity necessary for great success, and contributes immense talent and organization to any project he touches. I cannot think of anyone better than him to lead any team.

If I can be of any additional assistance, or provide you with any further information, please do not hesitate to contact me.

Sincerely,
Layne Payne
English & Theatre
Big Walnut High School

Thomas Wimbish
Director of Technology
Teays Valley Local Schools
740-983-5098 | twimbish@tvsd.us

01/14/2026

RE: Letter of Recommendation for Caylib Mason

To the Hiring Committee,

I am writing to recommend Caylib Mason for a position with Miami Valley Technology and Communications Group. I worked alongside Caylib at Big Walnut Local Schools until the summer of 2023. Since leaving the district, I have maintained a professional relationship with him and have continued to collaborate with him in his current capacity as Director of IT at Cardington-Lincoln Local Schools.

During our time at Big Walnut, Caylib proved to be a level-headed colleague who prioritizes operational efficiency. He has a strong grasp of the operational and technical requirements necessary to manage complex projects. In my experience, he is someone who focuses on the task at hand and ensures that logistical details are handled correctly and in a timely manner.

In our more recent collaborations, I have observed Caylib's transition into his role at Cardington-Lincoln Local Schools. He is a practical problem-solver who remains composed under pressure—a trait that was evident both when we were daily colleagues and in the projects we have discussed more recently.

Caylib's strengths include:

Operational Oversight: A clear understanding of how to manage facilities and technical systems.

Consistency: He is dependable in his follow-through and maintains a professional standard in his communication.

Professional Growth: His ability to step into his new role and successfully manage the broader scope of that role over the past eight months speaks to his adaptability.

Based on my experience working with him and our ongoing professional collaborations, I believe Caylib would be a strong addition to your team. Please feel free to reach out if you have any specific questions regarding my experience with him.

Sincerely,

Thomas Wimbish

Harbor Group Management
999 Waterside Drive, Suite 2300
Norfolk, VA 23510

January 8, 2026

To Whom it May Concern,

I am writing to recommend Caylib Mason for the position of Assistant Director for Miami Valley Technology and Communications Group. I have known Caylib for 4 years as a co-worker and a friend.

I have always known Caylib to be organized, loyal, hardworking and a team player. He has very strong technical skills as well as management experience. Caylib was accountable for 15 associates in which he managed. Some of his responsibilities included completing performance reviews, correcting time reporting errors and holding associates accountable. He was a strong leader and always led by example.

Based on our experience together, I can confidently recommend Caylib Mason for this position or any other position within your organization.

Sincerely,

Miki Schmidt
Multi Site Property Manager
Harbor Group Management
mschmidt@harborgroupmanagement.com

22 January 2026

To Whom It May Concern:

I have worked with Caylib Mason for the past two and a half years as his faculty mentor at Western Governors University. During that time, he consistently demonstrated leadership qualities that distinguished him from his peers in the program.

First, his hunger for learning demonstrates intellectual humility and a growth mindset. He actively seeks understanding and demonstrates strong competency in sound decision-making, adaptation to change, and continuous improvement. His willingness to fully engage with material he did not enjoy shows discipline and respect for the process, which builds credibility and trust.

Second, his strong work ethic reflects self-leadership. He consistently completes work without needing close supervision while also recognizing when collaboration or guidance is needed. This balance shows reliability, accountability, and sound judgment.

Third, his composure and respect under pressure indicate a high level of emotional intelligence. His ability to remain calm, respectful, and solution-focused during challenges – such as technical difficulties or academic obstacles – demonstrates the emotional maturity required to maintain morale, resolve conflict, and lead through uncertainty.

Finally, his steady progress and collaborative mindset show results-oriented leadership. Rather than becoming distracted by complaints or obstacles, Caylib focuses on consistent forward momentum.

In sum, his educational approach shows a leader who learns continuously, works independently yet collaboratively, handles pressure with integrity, and leads others forward with purpose – qualities that make him effective in any organization.

Sincerely,

Michael Dodge

Senior Program Faculty Mentor, WGU