

**Profile**

**A dedicated servant leader with 25 years of educational experience within the early learning and elementary school settings. Driven by measurable actions of ensuring that efficient and effective systems are put in place to maximize the learning experiences of all students. An instructional leader that provides a singular focus of developing the whole child through researched best practices that are engaging, equitable and relevant remain a number one priority for optimal results.**

**Education**

- **Ed. D in Educational Leadership, Georgia Southern University, 2006**
- **Ed. S in Educational Leadership, Jacksonville State University, 2004**
- **M. Ed. in Early Childhood Education, North Alabama, 1999**
- **B. S. Ed. in Early Childhood Education, North Alabama, 1998**

**Certificates**

- **Superintendent Certificate – Abilene Christian University, completion date August, 2015**
- **Georgia Educator Certificate - Educational Leadership (P-12) Type-SRL, Exp. 6/30/2025**
- **Georgia Educator Certificate – Elementary Education (P-5) Type T-SRT, Exp. 6/30/2025**

**Director of the Early Learning Center, DeKalb County School District, July 2018 – Present**

- Established and maintained a budget for educational programs, staff and supplies to enhance the development of students and staff members within the early learning arena
- Supervise all assigned staff members in accordance with the H-PRIDE tenants and district protocols and procedures
- Provide training and professional development opportunities for staff members in order to enhance the readiness gaps of all students
- Monitor the progress of students based on the standards outlined by the curriculum
- Ensure that the (ELC) is clean, orderly and conducive to learning on a daily basis
- Assisted with the planning and construction details of the Early Learning Center
- Assist with monitoring the Multi-Tiered System of Supports (MTSS) process for students within the early learning arena
- Observe and support staff members within the early learning arena to enhance their instructional and classroom management practices
- Recruit and meet with community agencies to provide wrap around services for all stakeholders
- Assisted staff members with providing community stakeholders with a monthly food pantry via the Atlanta Food Pantry
- Collaborate with district colleagues on potential grants that could impact the Early Learning Center
- Participate in scheduled advisory council meetings that provide timely updates to community stakeholders
- Oversee and support the expansion process for newly formed P3 expansion classes
- Provide timely updates to building level administrators that support each P3 expansion class for optimal learning
- Monitor and provide technical support to all staff members within each P3 expansion class to enhance their professional growth
- Developed progress monitoring tools that are used throughout the instructional day to assess student achievement

### **Coordinator of Early Childhood, DeKalb County School District, July 2017 – June 2018**

- Assisted with the development of the district's Pre-K monitoring logs that are utilized at the school level for better accountability
- Assisted with ensuring that the GELDS standards and Frog Street curriculum were implemented with fidelity
- Worked in collaboration with other assigned colleagues to implement and monitor the Bright from the Start Pre-K Grant
- Stayed abreast of the Bright from the Start grant requirements and regulations
- Assisted with monitoring the Multi-Tiered Systems of Supports (MTSS) process for students within the early childhood setting
- Provided technical support of staff members within the early childhood settings to enhance their instructional and classroom management practices
- Facilitated the professional learning sessions of teachers and paraprofessionals within the early childhood setting
- Assisting with monitoring reported discipline issues of students within various district Pre-K classroom settings
- Assisted with supervising the required professional learning of Pre-K staff members, roster verification and waitlist process of students
- Provided weekly/monthly site visits for assigned Pre-K classes to render feedback and/or support for staff and student growth

### **Principal, DeKalb County School District, July 2012 – June 2017**

#### **School Achievements and Initiatives**

- The Governor's Office of Student Achievement recognized the school as a recipient of the Reading Mentors Program
- School was removed from the FOCUS list due to three-year trend data for overall academic achievement
- Developed a STEM lab connections class to expose all student in grades K-5 to the integration of Science, Technology, Engineering, and Mathematics
- Vertical planning sessions with all K – 5 certified staff members per content area to analyze school-wide instructional data
- Peer observations with all K - 5 certified staff members to enhance the instructional practices within each classroom setting
- Instituted a data room that tracks data for each individual student while instituting procedures to analyze data based on students' strengths and weaknesses
- Instituted a book study for all certified staff members to support the effective implementation of the common core standards
- Implemented data analysis process to increase student achievement and teacher performance
- Implemented problems of the day (POD) and daily oral language (DOL) school-wide
- Implemented Pre/Post and common assessments for all content areas
- Instituted an instructional leadership team (ILT) to track the academic performance of our FOCUS students, POI process, discipline, and attendance issues at the school level
- Developed the "Buck Leadership Cohort" for teachers who aspire for leadership opportunities
- Reorganized staff members across various grade levels to initiate a better delivery model of instruction
- Monitored and evaluated before, after, and Saturday school safety net programs for student achievement

- Organized common, extended, and vertical grade level planning times/professional learning communities to strengthen collaboration and curriculum mapping
- Instituted a teacher tutorial program to ensure teachers have additional opportunities during the week to work with struggling students in a smaller student to teacher ratio

### **Duties and Responsibilities**

- Oversee the administration of all testing programs within the school
- Oversee the Student Support Team (SST) and Response to Intervention (RTI) process
- Oversee STAR administration for reading and math as a school-wide screener
- Monitored the implementation of student surveys for improved teacher effectiveness in the classroom setting
- Monitored the Student Learning Objectives (SLOs) to ensure realistic growth for all students
- Monitored the implementation of the School Climate Star Rating on the College and Career Performance Index (CCRPI)
- Supervised the roster verification process within the Teacher and Leader Effectiveness System (TLE) electronic platform
- Facilitated the professional learning sessions of staff members
- Supervised the custodial staff to ensure that the school was clean and orderly
- Conducted interviews with potential teachers and support staff candidates
- Supervised and ensured Full Time Equivalency (FTE) data for local and state auditing
- Developed extensive school-wide Safety School Plan
- Monitored student arrival, departure, and campus transitions daily
- Managed the Title I, Title II, School Improvement, and Carryover budget
- Monitored Special Education programs to ensure compliance with all IEP guidelines
- Implemented Professional Learning Communities to improve instructional practices
- Analyzed students' academic growth across all subject areas
- Conducted presentations to stakeholders related to academic growth at the school
- Collaborated with staff members to develop SMART Goals for professional growth
- Monitored discipline issues with AP's to build positive relationships with students
- Trained via the Crisis Prevention Institute (CPI) to provide care and security of all students
- Monitored and implement (Best Instructional Practices) in every classroom
- Developed the overall school schedule and different functions of the school to maximize bell to bell instruction
- Managed the School Connects calling post program to keep stakeholders informed of pertinent school information on a monthly basis
- Supervised the Human Resource (HR) portal audit to ensure school personnel are adequately identified at the school level on a monthly basis

### **Adjunct Professor, DeKalb Technical College, 2007- 2012**

- Introduction to ECCE-Early Childhood Care/Education
- Evaluated students on their course work and determined their academic growth
- Planned and created presentations, in-class discussions, and assignments
- Assessed grades for students based on participation, performance in class, assignments and exams

## **Assistant Principal, Walton County School District, January 2004 – June 2012**

### **School Achievements and Initiatives**

- Georgia Writing Test- 90% of fifth grade students met and exceeded
- Increased fifth grade writing scores by 21% from 2008 - 2011
- 2010 Honorable Mention High Flying School – National Youth At-Risk Conference
- 2007 Bronze Award for Greatest Gains of Students Meeting and Exceeding – GADOE
- Five consecutive years of being a Title I Distinguished School – (2006 – 2010)
- Seven consecutive years of making Adequate Yearly Progress (AYP) – (2004 – 2010)

### **Duties and Responsibilities**

- Supervised the administration of all testing programs within the school
- Facilitated the Student Support Team (SST) and Response to Intervention (RTI) process
- Facilitated the professional learning sessions of staff members
- Conducted student discipline waiver hearings for alternative placement
- Supervised the custodial staff to ensure that the school is clean and orderly
- Conducted interviews with potential teachers and support staff candidates
- Assisted struggling students by offering Saturday School, Intersession, and other safety nets
- Developed fifth grade Saturday School Writing Symposium
- Developed extensive school-wide Crisis Management Plan
- Monitored Special Education programs to ensure compliance with all IEP guidelines
- Implemented Professional Learning Communities to improve instructional practices
- Analyzed student's academic growth with the Reading and Math Programs
- Conducted presentations to stakeholders related to academic growth at the school
- Collaborate with staff members to develop SMART Goals for professional growth
- Trained via the Crisis Prevention Institute (CPI) to provide care and security of all students
- Monitored and implement Learning Focused Strategies (Best Practices) in every classroom
- Sponsored the Step Team, Safety Patrol, and other Youth Groups throughout the school

### **Third Grade Teacher, DeKalb County School District, 2002 – 2004**

- Taught via differentiated instruction to ensure all students instructional needs were met
- Provided accurate information to parents about their child's academic growth and behavior
- Collaborated with other teachers with the curriculum to facilitate learning in all subject areas
- Provided accurate feedback and guided next steps to students so they could perform at a proficient level on all measurable goals

### **Kindergarten Teacher, DeKalb County School District, 2000 - 2002**

- Monitored the academic performance of students to meet targeted learning goals
- Managed a learning environment that was conducive to learning for all students
- Monitored the academic growth of students on the Georgia Kindergarten Assessment Program (GKIDS)
- Developed lesson plans and facilitated learning for all students across all content areas

### **Head Start Pre-K Teacher, Florence City Schools, 1999 - 2000**

- Conducted home visits with parents to discuss student's academic performance
- Provided an active learning environment with the incorporation of learning centers
- Collaborated with other divisions to ensure that the health needs of students were being met on a consistent basis

- Provided supports to all students to assist with the age-appropriate development of the whole child

### **Evidence of Professional Growth and Research Experience**

- Guest speaker on the DeKalb County School District's television show *Engagement Now* discussing Title I funding and schools
- Presenter at the Metro RESA Summer Conference on *Data Driven Instructional Decisions* in June, 2014
- Presenter at the DeKalb County Aspiring Leader Academy on *Process Improvement In a School Setting* in September, 2013
- Participant in the implementation of the Vanderbilt Assessment of Leadership in Education (VAL-ED), an administrator formative assessment
- Participated in a professional learning opportunity at the Ron Clark Academy (RCA)
- Cohort member of the DeKalb County New Principal Academy
- Presenter at the National Youth – At – Risk Conference, Savannah, GA, March, 2009  
*“Cultivating a Positive School Climate by Implementing the 3C’s: Climate, Collegiality, and Connections”*
- Presenter at Annual Conference of International Society for Educational Planning, Pittsburgh, PA, October 2006 – *“The Effects of Parental Involvement on Student Achievement”*
- Presenter at the African American Leadership Links (AALL), 2006 – *“The Right to Lead”*
- Completed Georgia Leadership Institute for School Improvement (GLISI), 2006
- Presenter at Georgia Southern University: *Ethics and Diversity in Education Leadership* in June, 2005 – *“Recruitment of School Personnel to Improve Diversity”*
- Roundtable Presentation for Educational Specialist, Jacksonville State University, 2003:  
*“The Effect of Parental Involvement on Student Achievement”*
- (GAPSS) Team Member with Northeast Georgia RESA