

# Myss T. Johnson-Jelks, Ed.S., CAA

## Education

• 2020- Present	University of West Georgia	Carrollton, GA	Tier I Education Leadership
• 2017-Present	Argosy University	Dunwoody, GA	Ed.D., Curriculum and Instruction (Currently ABD)
• 2008-2010	Argosy University	Dunwoody, GA	Ed.S., Education Administration
• 2003–2004	University of West Georgia	Carrollton, GA	M.Ed., Physical Education
• 1998–2002	University of West Georgia	Carrollton, GA	B.S., Recreation and Sport Management

## EFFECTIVE LEADERSHIP SKILLS & ABILITIES

### Curriculum, Assessment, Instruction, and Data Analysis Leader

- Consolidated School Improvement Plan (CSIP) Leadership Team – Complete school CSIP for SACS system-wide accreditation
- Data Team –Maintain data wall, disaggregate standardized test data to identify areas for curriculum improvement and student achievement, develop school CSIP to increase student achievement based on data.
- Teacher observations –Monitor and observe teachers to maintain rigorous instruction and provide constructive feedback.
- Curriculum, Instruction, Assessment, Professional Learning (CIAPL) Team member- Write, edit, and revise Health & Physical Education Curriculum for DeKalb County to align curriculum to Common Core and National Standards.
- Student Learning Objective (SLO) Development Team- Develop and edit SLOs for Health and Physical Education in the Atlanta Public School System.
- Human Growth and Development Team- Develop and edit curriculum for Human Sexuality for Health Education in the Atlanta Public School System.

### Process Improvement and Performance Leader

- Physical Education Department Chair & Extended Core Chair – Collaborate with department members to improve student achievement, maintain department records, and provide support to students.
- Athletic Director- Coordinate all aspects of the department of athletics including but not limited to eligibility, scheduling, transportation, maintaining inventory, maintain current athletic handbook, assist in recruiting and hiring coaches, etc.
- Attendance Specialist- Collaborate with building administrators and school-based teams to establish data-driven attendance systems, local attendance committees and school-wide attendance campaigns and consult with school staff to support the provision of timely, high-quality interventions when students are absent from school.
- High Schools That Work (HSTW) Team – Coordinate efforts to implement HSTW reforms.
- Race to the Top Building Facilitator- Coordinate and implement Race to the Top requirements and redeliver information to the school from the county office.
- Professional Development Presenter – Present professional learning topics to improve classroom instruction and student achievement on the district and state level.
- Discipline Coordinator- Monitor discipline patterns, coordinate student hearings and meetings, and attend discipline tribunals.

## Experience

**2022-Present**                      **Adjunct Professor**                      **Georgia State University**                      **Atlanta, GA**

- Educate students in Health Education for Birth to Adolescents.
- Certify students in First Aid, CPR, & AED.

**2021- Present**      **District Coordinator K-12 for Health & PE**                      **Atlanta Public Schools**

- Develops and implements a K-12 fitness and health development appropriate coherent curriculum that integrates the four core areas (ELA, math, science, and social studies) into the physical education curriculum.
- Provides district level leadership for the overall program and develops strategic short-and long-range plans based on district and state priorities.
- Sets and clearly articulates high expectations for instruction by all teachers and learning by every student.
- Develops and implements a fitness program to train teachers to implement physical activity lessons with their students for early childhood and Pre-K through grade 5.
- Develops and implements a middle school sport and fitness program to offer additional opportunities, including before or after school activities regardless of athletic ability, to engage in a wide variety of physical activities that they enjoy and can participate in for life.
- Coordinates and provides high quality professional development that is designed to ensure that teachers continue to develop skills and knowledge in physical education and health content and instructional options.
- Writes, implements, and manages grants/programs related to the physical fitness, health, safety and well-being of students.

- Conducts non-evaluation classroom observations and provides physical education teachers with relevant feedback regarding their instructional practices.
- Oversees the District's student physical performance assessments and reporting requirements (i.e., Fitnessgram)
  - Supports the ongoing use of health or wellness councils or advisories or task forces to help develop district policies and guidelines.
- Ensures the District is within compliance with district, state and federal policies, mandates and regulatory requirements.
- Administers and/or supports the state and local standardized testing processes and policies.
- Reviews, selects, and evaluates instructional resources for physical education to include instructional materials, equipment and supplies, technology and facilities.
  - American Heart Association Heartsaver K-12 CPR/AED/First Aid Instructor
  - Gallup Strengths Certified Coach.

**2017- 2021      Director of Athletics/Instructional Leader      KIPP Atlanta Collegiate**

- Responsible for the development, management, coordination and supervision of interscholastic athletics programs.
- Coordinates the 9-12 athletic program in collaboration with principals and coaches to ascertain programmatic needs on an annual basis, as well as prior to each season to insure consistency of program.
- Coordinates the certification of school level student athletes including but not limited to eligibility and compliance.
- Schedules all high school athletic contests, issues contracts for the contest, and maintains the proper and necessary records.
- Enforce and adhere to legal foundations, risk management, and liability issues.
- Maintains a current athletic handbook listing detailed information regarding policies, procedures, and practices.
- Supervises athletic funds, prepares and administers a detailed operating budget for the athletic program and submits it to the building principal. Orders all equipment and maintains a current inventory of all athletic equipment.
- Supervises high school athletic contests and acts as the host to officials and visiting schools. Oversees the supervision of contest employees and volunteers who work the athletic contest. Arranges for personnel to supervise contests as needed.
- Provides leadership for and serves as liaison to high school athletic booster groups and coordinates, with the coaches, the support group for specific athletic programs.
- Advises and ensures all coaches conform with Board, GHSA, Region policies and regulations and with state and federal laws. Attends NIAAA, GHSA, and Region meetings.
- Ensures officials are scheduled and contracts are issues for all high school contests.
- Maintains an active file of officials under contract and pays officials following the contract.
- Assist in the design and development of the athletic department website and school social media.
- Department Chairperson and Instructional Manager for Health & Physical Education.
- Responsible for coordination of professional development for department and whole school.
- Responsible for observations, focus walks, and lesson plan feedback, data disaggregation.
- GHSA Region 6AA Athletic Director of the Year

**2014- 2017      Athletic Director/Health & Physical Education Teacher Grady High School      Atlanta Public Schools**

- Responsible for the development, management, coordination, and supervision of interscholastic athletics programs.
- Coordinates the certification of school level student athletes including but not limited to eligibility and compliance.
- Assist coaches and administrators with coordinating game schedules.
- Enforce and adhere to legal foundations, risk management, and liability issues.
- Maintains a current athletic handbook listing detailed information regarding policies, procedures, and practices.
- Coordinates and maintains inventories for all sports.
- Supervise athletic funds, prepare, and administer a detailed operating budget for the athletic program and submit it to the building principal.
- Order equipment and maintain a current inventory of all athletic equipment.
- Attend the athletic events of school, to monitor, evaluate, and support athletic events.
- Teach students Health, Personal Wellness, Recreation Games, and Team Sports.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Provide a stimulating learning environment in which students can develop to their full potential and where every student is actively engaged.
- 2017-2018 Teacher of the Year- Grady High School

**2012- 2014      Health & Physical Education Teacher      B.T. Washington High School      Atlanta Public Schools**

- Teach students Health, Personal Wellness, Recreation Games, and Team Sports.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Provide a stimulating learning environment in which students can develop to their full potential and where every student is actively engaged.
- Serve as a role model through extensive participation in school activities and coaching softball and soccer.
- Served as Department Chairperson for Extended Core and attended tribunal hearings, performed truancy home visits, and attendance meetings with parents.

- Served as the Communications Ambassador, by maintaining the school website, managing school communication, promoting school events and activities, and highlighting great teachers, students, and alumni.
- Serves as the Wellness Ambassador, by ensuring that physical activity and proper nutrition options are available to students and staff.
- Serves as an instructor for the Atlanta Virtual Academy in Health and Physical Education.

**2010- 2012      Health & Physical Education Teacher      Lithonia Middle School      DeKalb County Schools**

- Teach students Health, Personal Wellness, and Team Sports.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Provide a stimulating learning environment in which students can develop to their full potential.
- Served as a role model through extensive participation in school activities.
- Served as a Race to the Top Building Facilitator, as a member of the Curriculum Writing and Revision Team and as a member of the Curriculum, Instruction, Assessment, and Professional Learning Team.

**2006-2010      Health & Physical Education Teacher      Lithonia High School      DeKalb County Schools**

- Teach students Health, Personal Wellness, Team Sports, & Beginner & Intermediate Rhythmic Dance.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- Provide a stimulating learning environment in which students can develop to their full potential.
- Serve as a role model through extensive participation in school activities.
- Serve as department chairperson, a member of the Leadership and CSIP team.

**2005–2009      Adjunct Professor      Atlanta Metropolitan College      Atlanta, GA**

- Educate students on the importance of Health and Physical Education.
- Provide practical experiences for future educators.
- Implement programs to get staff and other students involved in Health Awareness.

**2004-2006      Deputy Sheriff      Fulton County Sheriff’s Office      Atlanta, GA**

- Help maintain a safe environment at the Fulton County Jail.
- Ensure safe transport of inmates to medical facilities.
- Provide supervision of inmates.
- Enforce Federal and State Laws.

2004–2006	<b>Sports Medicine Trainer</b>	Atlanta Metropolitan College	Atlanta, GA
2002-2003	<b>Sports Medicine Trainer-Intern</b>	Georgia Force Arena Football	Atlanta, GA
2001-2002	<b>Retail Associate</b>	Dillard’s Department Store	Douglasville, GA
1996–2004	<b>Office Manager/ Assistant Bookkeeper</b>	Precision Transmission	Atlanta, GA

**Coaching Experience**

2014-Present	<b>Head Softball Coach</b>	Henry W. Grady High School	Atlanta, GA
2012-2014	<b>Head Softball Coach</b>	B.T. Washington High School	Atlanta, GA
2012-2014	<b>Asst. Girls Soccer Coach</b>	B.T. Washington High School	Atlanta, GA
2008-2010	<b>Head Girls Soccer Coach</b>	Lithonia High School	Lithonia, GA
2007-2010	<b>Head Cheerleading Coach</b>	Lithonia High School	Lithonia, GA

Responsibilities include:

- Skilled in coaching students and improving their talent.
- Assisted in the supervision and administration of athletic programs.
- Participated in the budget meeting and fund-raising efforts.
- Maintained stock of sports items in the athletics department
- Evaluated students' athletics skills and recommended for their admissions.
- Handled daily operations of the athletic department.
- Planned and scheduled athletic events, arranged meals and logistics for teams and officials.
- Developed short- and long-term plans to achieve academic and athletic goals.
- Motivated athletes to give their best and win over all the hurdles.
- Ensured athletes maintained high level of safety and fitness records.

**Computer Skills**

Microsoft Office (Word, Excel, Works, Power Point, Explorer)	Word Press
Infinite Campus	Illuminate
Blackboard	Google (Forms, Sheets, Docs, Calendar,etc.)
Edgenuity	Canva