



# TRACY HARRIS

## PROFESSIONAL SUMMARY

Results-oriented administrator with 17 years of supervisory experience, dedicated to enhancing DeKalb County School District's teaching and learning processes, professional learning, talent management, systems and resources, and climate and culture for all stakeholders.

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## CORE COMPETENCIES

- Organizational Development
  - Talent Management
  - Performance Evaluation
  - Professional Development
  - Data Analyzation
  - Relationship Building and Networking
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## EXPERIENCE

**Interim Director, Talent Acquisition** / DeKalb County School District - Stone Mountain, GA *07/2024 - Current*

- Recruited, trained, supervised, evaluated and mentored staff members.
- Identified opportunities for improvement in operational performance metrics.
- Collaborated with hiring managers to determine staffing needs and job requirements.
- Built relationships with universities and external recruitment agencies to source top talent.
- Managed the onboarding process for new hires including paperwork completion, orientations.
- Organized career fairs, campus visits, and other recruiting events.
- Analyzed trends in hiring processes and made recommendations for improvement.
- Developed and implemented effective human resources policies, procedures, and best practices.
- Partnered with leadership to ensure alignment between DeKalb County School District objectives and HR initiatives.

**Principal** / DeKalb County School District - Lithonia, GA *07/2018 - 07/2024*

- Guided teachers in writing student learning objectives, using academic vocabulary, and performing formative assessments
- Directed school-wide literacy campaign, Read-A-Book, broadcasted on DCSD TV
- Executed strategic processes targeting classroom-focused enhancements for higher academic achievement
- Boosted performance figures, hitting the benchmarks for Students with Disabilities, English Learners and Economically Disadvantaged students
- Developed master schedule facilitating academic success of vulnerable student groups
- Monitor and maintain the Continuous School Improvement Plan to ensure student equity and access to quality instruction via the purchasing of instructional supplies, teacher supports through professional learning, and parent and family engagement via curriculum nights and Parent University
- Engaged stakeholders to support school district's strategic plan
- Established strong relationships with community members and stakeholders
- Monitor and maintain safety and security and daily school operations

**Assistant Principal** / Atlanta Public Schools - Atlanta, GA *07/2014 - 07/2018*

- Ensure all teachers are delivering rigorous and relevant instruction in a standards-based classroom
- Create the master schedule to include trailer courses in an effort to ensure timely high school graduation
- Facilitate Professional Learning Communities (PLCs)
- Assist in developing the local school budget and teacher allocations

- Utilize Searchsoft to seek and interview highly qualified high school teachers
- Implement the Data Team and Classroom Focused Improvement Process (CFIP)
- Actively monitor attendance and graduation rates and cohorts
- Oversee the counseling department as well as the instructional coaches
- Oversee the Early College and STEM programs
- Create a rapport with all community members and stakeholders in an effort to foster a positive camaraderie
- Monitor and maintain safety and security of daily school operations

**Assistant Principal/ DeKalb County Schools - Atlanta, USA**

*12/2012 - 06/2014*

- Responsible for assisting all stakeholders in making school wide data driven decisions that create a culture of continuous whole school improvement
- Create the master schedule
- Coordinate local school professional learning
- Ensure all teachers are delivering rigorous and relevant instruction in a standards-based classroom
- Write and implement the School Wide Plan
- Create the Title One budget
- Oversee Title One expenditures
- Coordinate End of Course Tests as well as the High School Graduation Exam
- Ensure the implementation of Cross Keys' mission and vision to ensure a positive, data driven, achievement-focused school culture for all stakeholders

**Special Education and Vocational Lead Teacher / DeKalb County Schools - Atlanta, USA**

*08/2007 - 11/2012*

- Completed Full Time Equivalency (FTE) Reports
- Implemented research-based strategies and school reform models (America's Choice, Project ICE & Marzano's High Yield Strategies)
- Assisted the Assistant Principal of Instruction in building the master schedule
- Assisted in coordinating state and local standardized assessments
- Processed discipline referrals of students with disabilities
- Evaluated Individualized Education Plans for 133 students
- Delivered staff development at the county and local school levels
- Oversaw the spending of IDEA and ARRA funds
- Supervised 13 teachers and 7 paraprofessionals
- Liaison between county office and local school
- IEP Online Trainer

**Special Education Support Teacher / Gwinnett County Schools - Lawrenceville, USA**

*01/2006 - 01/2007*

- Completed vision and hearing and achievement testing for students referred to special education at three (3) elementary schools, one (1) middle school and one (1) high school as a part of the eligibility determination process

**Special Education Teacher / Gwinnett County Schools - Lawrenceville, USA**

*01/2003 - 01/2006*

- Special Education Department Chair
- Differentiated instruction for students with disabilities in the general education setting, development and upkeep of 33 IEPs

**Special Education Teacher / Fairfield City Schools - Fairfield, USA**

*01/2001 - 01/2003*

- Taught core subjects to students with varying disabilities in the self-contained setting as well as maintained 18-20 student IEPs

**Special Education Teacher / Dallas County Schools - Selma, USA**

*01/1998 - 01/2001*

- Instructed core subjects to students with disabilities in a self-contained setting.
- Oversaw athletic development in cheerleading, track, and softball
- Provided instruction in academic, communication, and social skills to special education students.

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## EDUCATION AND TRAINING

### All But Dissertation (ABD)

Gwyneth Mercy University

*Expected in 12/2025*

### Harvard School Turnaround Leadership Training: Turnaround Leadership Training

Harvard School

*01/2016*

### Add-on Educational Leadership

Alabama State University

*01/2005*

### Master of Education: Special Education

Alabama State University

*01/2001*

### Bachelor of Science: Psychology

University of Alabama at Birmingham

*01/1998*