

Bridgette L. Allen

CORE COMPETENCIES:

Instructional and Organizational Leadership • Strategic Planning • School Improvement Leadership Development • Professional Development • Human Resources Management

PROFESSIONAL EXPERIENCES

Executive Administrator, Middle School, DeKalb County School District, August 2023- present

Provide leadership focused on academic performance, data-driven decisions, and transforming school culture to promote student achievement. Responsible for supporting, coaching, evaluating, and providing ongoing feedback to Principals to strengthen instructional leadership. Facilitate data talks, assess instructional processes and systems, lead professional learning, and monitor school improvement efforts to improve student outcomes.

Accomplishments

- Created and facilitated Leader' Lab sessions to provide individualized support and coaching to leaders related to identified professional learning goals
- Led the collaboration with Timely, a web-based scheduling tool, to streamline master scheduling for middle and high schools
- Established standard expectations for coaching teachers to support the implementation of feedback provided after learning walks
- Served as a Project Increase committee member to create standard expectations for principals focused on systems, culture, instructional leadership, and people
- Facilitated collaborative sessions for all executive administrators to promote collaboration on district and departmental initiatives
- Co-planned the division's retreat focused on systems for an effective school environment and ensuring equitable learning opportunities for scholars
- Planned and facilitated professional learning retreats for principals and assistant principals to promote effective school leadership focused on instruction, operations, and school culture
- Analyzed varied sources of data and provided tiered support to principals to promote optimal growth and differentiated support
- Managed initiatives focused on extended learning time, collaborative planning, and progress monitoring to improve student achievement, instructional planning, and data-driven decisions
- Guided the implementation of professional learning communities within schools and among principals to improve student learning and elevate teaching and leadership practices

Regional Coordinator III, Region VI, DeKalb County School District, February 2023-August 2023

Provide support to Principals, Assistant Principals, and Instructional Teams to build capacity in improving instruction through coaching and professional learning communities. Facilitate the review of the schools' consolidated school improvement plans. Serve as the regional representative in cross-divisional collaboration to support teaching and learning.

Accomplishments

- Provided professional learning to Principals on strategies to increase instructional leadership practices and actions to improve student achievement
- Supported Assistant Principals with building master schedules to support schoolwide intervention blocks and the early intervention program (EIP)
- Served as a committee member for the regional retreat to provide professional learning to principals on instruction, operations, culture and climate
- Collaborated with Academic Coach Coordinator, Professional Learning Facilitator, and School Improvement Coordinators to conduct learning walks to monitor and provide feedback on instruction and collaborative planning

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- Planned professional learning opportunities for teachers to support early literacy initiatives
- Assisted Principals with analyzing data to identify instructional initiatives, resources, and actions needed to promote student achievement

Human Resources Manager III, Human Resources, DeKalb County School District, Dec. 2018-Feb. 2023

Responsible for the overall administration, coordination, and evaluation of human resources for a region of 16 schools. Served as primary support for staffing, recruiting, and employee retention. Supervised the hiring and staffing process for certified and classified staff. Lead administrator interview panel discussions. Worked collaboratively with the Regional Superintendent to facilitate resolution of staffing concerns. Coordinated, planned, and implemented district job fairs and special events. Recruited quality personnel from colleges and universities.

Accomplishments

- Co-chaired the strategic planning and realignment committees by leading the work to create and monitor the division improvement plan through quarterly progress monitoring
- Developed a digital resource guide for Principals to provide onboarding strategies to improve retention
- Served as the Total Accountability Person (TAP) for the division during Cognia's accreditation process
- Co-planned the division's professional development day using needs assessment and survey data
- Planned, organized, and facilitated certification meetings for Strategic Waiver and Provisional teachers to communicate certification requirements, support employees, and increase teacher retention
- Created a staffing plan for Principals to promote an effective and efficient staffing process
- Provided professional learning to novice Principals on the standardized hiring and staffing process

Academic Coach Coordinator, Federal Programs, DeKalb County School District, April 2017-Dec. 2018

Contributed to the development, coordination, implementation, and ongoing evaluation of district and core content initiatives, including the district coaching model in all Title I schools. Provided strategic support to 130+ Academic Coaches and Instructional Support Specialists in Title I Schools to improve the overall quality of teaching and learning and increase student achievement and individualized support regionally. Supported the Regional Superintendents, Chief Academic Officer, Executive Directors, Directors, Coordinators, Principals, and Instructional Staff in all core content instructional initiatives.

Accomplishments

- Created a tiered plan of support for Title I Schools aligned to school turnaround principles
- Established and led the Summer Coaching Institute for Academic Coaches, Instructional Support Specialists, and Principals to create and sustain effective coaching programs in Title I schools
- Created the Coaching Playbook to guide coaching and continuous improvement
- Served on the District's Comprehensive Needs Assessment and Improvement Plan Team to identify needs, plan for improvement, and implement, monitor, and evaluate district improvement efforts
- Facilitated data talks with Principals utilizing a strategic cycle as a comprehensive strategy for closing student achievement gaps and improving educational outcomes
- Developed a Professional Learning plan and conducted monthly professional learning for all Academic Coaches and designated Instructional Support Specialists in the district
- Facilitated district wide learning walks to monitor the implementation of the new curriculum and measure teacher effectiveness
- Established collaborative learning sessions with regional Academic Coaches and Instructional Support Specialists to build collective knowledge on coaching for student success
- Developed and facilitated professional learning sessions for district leaders and instructional staff on topics aligned to district initiatives and the adopted coaching model to support a consistent instructional framework

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- Monitored the implementation of district-wide Continuous School Improvement Plans (CSIP) to promote school improvement and increase the overall level of student achievement; ensuring that Academic Coaches and Instructional Support Specialists were being utilized appropriately based on the school's CSIP Priorities

Principal, Marbut Theme School, DeKalb County School District, July 2012-April 2017

Served as an instructional leader, overseeing operations, managing financial budgets of over \$280,000, and facilitating school improvement for Title I school with 800+ students (over 80% economically disadvantaged) and 70+ staff members. Led and monitored the implementation of the PK-5 curriculum, developed and communicated strategic goals and continuous improvement plan to all stakeholders, evaluated staff and program effectiveness, and collected and analyzed data to drive instructional decisions to promote student growth and achievement. Recruited, trained, and evaluated staff; planned and organized professional learning, promoted a safe school and positive school climate, coordinated school events, monitored the use of resources and school's compliance with Title I, Early Intervention Program (EIP), Gifted, and Special Education to support teaching and learning.

Accomplishments

- Received state recognition as Title I Rewards School for High Progress (2016, 2017, 2018)
- Selected and participated in Harvard University's National Institute for Urban School Leaders
- Served on internal and external AdvancED teams to promote continuous school improvement
- Collaborated with colleagues to create and lead regional professional learning sessions for Assistant Principals
- Served as National SAM Innovation Project (NSIP) Principal to increase focus on instructional leadership
- Aligned school-wide professional learning plan to school improvement initiatives and staff needs and conducted focus walks to monitor progress and provide feedback to improve instructional practices
- Planned data talks and created a standard protocol to analyze data and monitor the continuous improvement of instructional programs, student and staff performance
- Created and implemented a school-wide Response to Interventions (RtI) plan to support student achievement
- Established innovative practices that included after-school tutorial, Lunch and Learn sessions, and Saturday boot camps as safety nets
- Organized professional learning communities, consistent collaborative planning sessions, and summer professional learning to increase opportunities for teachers to plan data-driven instruction, share best practices, and support professional growth
- Increased parental engagement through monthly parent workshops and annual parent conference purposed to support student learning

Assistant Principal, Marbut Theme School, DeKalb County School District, August 2010-July 2012

Teacher/Administrative Intern, DeKalb County School District, August 2003-July 2010

PRESENTATIONS

Resetting with Intention (Focus: Six Systems)- Academic Coach Pre-Planning Institute, July 2024

Engaging All for Improved Retention- GASPA Fall Conference, December 2020

Making SAM Work for You- Georgia SAM Conference, June 2016/National SAM Conference, January 2017

AdvancED Principal Panel- Summer Leadership Conference, DCSD, July 2016

The "G.A.T.E.Way" to Success Plan- Summer Leadership Conference, DCSD, July 2015

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Best Practices for Instructional Leaders- Regional Summer Retreat, DCSD, June 2015

CCRPI: Innovative Practices- Districtwide Principals Meeting, DCSD, November 2014

Instructional Resources, Professional Learning, & Parent Support-
Region IV Principals Meeting, DCSD, November 2013

Digging Deeper: Distributed Leadership in Action-Summer Leadership Conference, DCSD, June 2013

Professional Learning Communities: A Recipe for a Collaborative Culture-
Summer Leadership Conference, DCSD, July 2010

Strategies to Engage, Motivate, and Transform- High Schools That Work National Conference, July 2009

EDUCATION AND CERTIFICATIONS

SHRM Certified Professional (SHRM-CP)
Society for Human Resources Management, July 2023

Performance Based Leadership Certification
Georgia State University, May 2013

Ed.S., Curriculum and Instruction
Lincoln Memorial University, August 2010

M.Ed., Youth and Family Education, emphasis Leadership
Pennsylvania State University, May 2003

B.S., Early Childhood Education
University of Georgia, December 2001

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