

JACKIE M. COLLINS

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SAINT MARY'S UNIVERSITY OF MINNESOTA
Educational Administration K-12 and Master of Education
UNIVERSITY of WISCONSIN EAU CLAIRE
BS-Biology, Secondary Education, Broadfield Science Certificate

OBJECTIVE:

Seeking an educational leadership position in which I can use my professional development practices, curricular development strategies, and instructional skills to support a comprehensive learning experience that empowers all students to develop the skills and awareness they need to strive in their careers and community.

ADMINISTRATIVE EXPERIENCE:

Interim Assistant Principal, Oak-Land Junior High—Semester I 2015-2016

- Partner with school personnel to create a safe and equitable school culture setting high expectations in academics and citizenship
- Facilitate communication between students, parents, and staff
- Collaborate with the building administrative team including: principal, guidance counselors, school psychologist, and school resource officer
- Develop and lead school-wide plan for PLCs and staff growth and development
- Analyze and use data to inform instruction
- Facilitate the process for developing and then maintaining vertical alignment of curriculum
- Facilitate the development of formative and summative assessments to accurately reflect student achievement
- Develop Targeted Services programs and monitor student progress
- Lead the Student Support Team in providing appropriate interventions and monitoring their effectiveness
- Lead the special education department in planning, scheduling, and student management; attend IEP meetings
- Intervene in occurrences of inappropriate student behavior, assisting in modifying behavior and developing successful interpersonal skills.
- Supervise school personnel, monitoring performance and providing professional development
- Manage a variety of school administrative functions including course scheduling, administering state mandated assessments, following discipline and attendance policies, and adhering to safety regulations

Instructional Coach, Oak-Land Middle School—2014-Present

- Create a school wide culture of respect and collaboration in learning
- Work with Principal to set building goals and develop a plan for PLC's to work toward the goals
- Work with Director of Secondary Education and K-12 Curriculum & Assessment to develop a framework for teachers to follow to meet the requirements of the state mandated Teacher Development Program
- Establish a comprehensive plan for Multi-tiered System of Support in reading
- Support teaching staff by observing, collecting data, providing feedback, and discussing classroom management and instruction, curriculum alignment, use of formative and summative assessments, grading practices, and personal reflection
- Research and provide growth opportunities for staff in best practice and literacy strategies
- Co-leader of the Site Based Leadership Team
- Analyze and use assessment data to help teachers guide instruction
- Analyze and use assessment data to determine extra support options for MTSS
- Train and guide staff in the interpretation and use of assessment data
- Serve as a district representative at IEP meetings
- Serve on the district Instructional Coach committee planning and delivering district wide staff development
- Serve as substitute for Principal and Assistant Principal as needed

Dean of Students/Guidance Counselor, Oak-Land Junior High—2005-2006

- Develop individual student schedules as well as the master schedule
- Serve as substitute for Assistant Principal when needed
- Assist with student discipline, student attendance, and student technology privileges
- Register students for the upcoming school year grades 7-9, including visiting elementary schools and speaking to parents at evening presentations
- Case manager for students with 504 accommodation plans
- Work with students regarding personal and social concerns
- Set up and attend meetings for students that are receiving services for drug treatment outside of school
- Manage student records for grading, attendance, state testing, and scheduling
- Assist in coordination of mandatory state testing
- Work in collaboration with the special education team for meeting the needs of students with an IEP
- Register and provide orientation to new students enrolling
- Attend district counselor meetings and district curriculum meetings

CAREER DEVELOPMENT:

- Equity Leadership and Coaching, Jamie Almazon 2017-2018 school year
- Culturally Responsive Coaching, 2017-2018 school year
- Instructional Academic Staff, Teacher Education UW-River Falls pool, Spring 2017
- Director of Instruction certification UW-River Falls, Winter 2017
- Cognitive Coaching Training with Jim Roussin, 2014-2015
- Differentiation Training with Diane Heacox (November 2014 and March 2015)
- High Impact Instruction Conference with Jim Knight, December 2014
- AVID Summer Institute, July 2014
- Grading Practices Seminar with Thomas Guskey, February 2012
- Teacher Mentor Training, June 2009

REFERENCES:

Andy Fields, Principal Oak-Land Middle School (651) 351-8501

Kyle Kane, Assistant Principal Oak-Land Middle School (651) 351-8503, (651) 260-1668

Bob McDowell, Assistant Superintendent, Stillwater Area Schools (651) 351-8391, (612) 221-8869