

Objective Statement: To work in cooperation with the secondary building principal to provide assistance in the operation and functions of the school. Work with staff, students, parents, and district personnel. Meet district and building goals and initiatives related to student achievement.

Knowledge, Skills, and Abilities:

Considerable ability to fulfill educational leadership: strong communication and interpersonal skills; ability to manage resources; strength in ensuring that discipline is maintained throughout the school; skilled as an instructional leader; able to implement and facilitate change; capable of multitasking; efficient at time management; interacts effectively with all stakeholders; and competent to implement a culturally relevant, inclusive and positive learning environment.

PROFESSIONAL EXPERIENCE

Reading-ELL Co-teaching : Battle Creek Middle School **2014-Current**

- . Planning and delivery of the instruction with respect to area of expertise
- . Planning for differentiated instruction
- . Co-teaching using a variety of approaches
- . Assessing, progress monitoring, and sharing student progress
- . Reflecting on the collaborative process and making adjustments to teaching practices
- . Internship for principal license

Reading Intervention Teacher: Mississippi Creative Arts School **2011-Current**

Teacher Responsibilities:

- Skilled at interpreting assessment data to drive instruction
- Reviews data to make instructional decisions to address student weaknesses
- Prepares and delivers focused reading intervention instruction in small group setting
- Knowledge in reading intervention strategies and actual implementation
- Utilizes instructional management systems, which increases student learning and maximizes time on task
- Familiar with RTI process and Tiered Instruction.
- Communicates effectively within the educational community and with parents on a regular basis
- Collaborates with the literacy coach and assigned classroom teacher(s) for instructional planning and delivery
- Monitor and maintain accurate records on student achievement, articulating the progress and success
- Provide explicit, scientifically based instruction to small groups of students
- Assist in the scheduling and assignment of students to the program
- Implements the assigned program of study
- Fosters a classroom climate conducive to learning
- Strong commitment to help all children succeed
- Maintains professional work habits
- Participate in training as required - attendance to additional training outside designated schedule
- Perform other job related duties as assigned by the principal

Middle School Language Arts Teacher: St. John the Baptist School **2002-2011**

- Facilitate Minnesota State Standards and work to support and achieve the school goals
- Strengthen curriculum and assessment design through implementation and assessment
- Review assessments and incorporate multiple ways to assess students
- Develop, adapt, and individualize lesson plans to encourage learning for diverse student populations and skill levels
- Teach students the required curricula using strategies that foster thinking, reasoning, and problem solving

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- Integrate technology as an instructional tool seamlessly into the classroom with the use of laptops for spelling, composition, and literature
- Collaborate with colleagues to develop, plan, and implement best practices based on the needs/abilities of the students and communicate those to students and their families
- Demonstrate strong leadership qualities and the ability to manage challenging behavior calmly and effectively
- Perform parent-teacher conferences and provide verbal and written progression feedback for students, families, and school specialists
- Participate in ongoing and regular staff, team, and individual Professional Development

Additional Responsibilities

- Chair person for analyzing and comparing Literature programs and presenting options to administration
- Coordinator for St. John's Spelling Bee in collaboration with District 191
- Serve on several committees, preparing and executing late slip policies, detention monitoring, and attending student/parent staffing
- Mentor University of St. Thomas students providing opportunity for classroom observation and guidance lesson plans, resources and experiences
- Mentor for new hires
- Tutor 6th grade ESL student using different strategies for development of vocabulary, fluency, and comprehension skills
- Supervise 8th grade students to Camp St. Croix, assist in daily science study groups, and direct retreat activities in the evening
- Learning and Support Committee

ACADEMIC CREDENTIALS

Educational Specialist (Ed.S)- K-12 Principal Licensure

Completion July 2015

Saint Mary's College of CA

Reading Recovery Small Group

Completion May 2013

Concordia University-St. Paul

K-12 Reading Endorsement

MA Education –Emphasis-Classroom Instruction

Completion June 2011

Completion June 2012

University of Minnesota

Bachelor of Science - Major- Education, Minor-Science

State of Minnesota License

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