

## Mary L. Smith

### Objective

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To secure a position which will provide me the opportunity to utilize my experience and skills as an administrator, consultant, and teacher in the areas of leadership, monitoring, curriculum and instruction.

### Experience

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June-December 2010 Museum of the Southwest Midland, TX

#### **Interim Director of the Fredda Turner Children's Museum of the Southwest**

- Scheduled all tours and presentations for students and patrons
  - Planned upcoming exhibitions, secured funding, grant writing and advertising
  - Created and maintained a budget for the Children' Museum
  - Worked closely with volunteers and other museum staff to further the museum mission
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October 2009-March 2010 Midland Independent School District Midland, TX

#### **Mentor Principal and Substitute Assistant Principal**

- Modeled best practices for first and second year principals
  - Observed principal practices and provided counseling and information on testing, budget, teacher management
  - Completed all duties of Junior High School assistant principal including observations, discipline, and mentoring of staff and students
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August 1989 – June 2008 Midland Independent School District Midland, TX

#### **Principal Emerson Elementary School**

- Completed all appraisals of certified and noncertified staff, created annual budget based on a needs assessment, implemented curriculum and testing programs, responsible for hiring all staff members, evaluated programs
  - Organized and presented staff development presentations for staff
  - Fostered good relationships with parents, Parent Teacher Organizations, and Partners in Education
  - Created and maintained an award winning Recognized Campus from 2001-2008
  - Recognized in "Texas Monthly" as an Outstanding School in 2001, 2006, 2007
  - Recognized as a Gold Performing School 2004-2008
  - Texas Business Education Coalition Award Winning School 2006
  - Named Pathfinder Collaborative School 2002-2003
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September 1988 – August 1989 Midland Independent School District Midland, TX

#### **Administrative Intern Bonham Elementary School**

- Created teacher schedules for instruction, lunch, and buses
  - Worked with students, teachers and parents in the area of discipline
  - Inventoried and maintained all textbook records
  - Developed a budget and maintained records to insure that we did not overspend allocations
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## Mary L. Smith

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August 1988 – September 1982

Midland Independent School District

Midland, TX

### **Classroom Teacher Grade 6 South and Crockett Elementary Schools**

- Career Ladder Level II from 1984 to 1988 awarded pay stipend based on best teaching practices in the area of Reading, Language Arts and Social Studies
- Lead Teacher for sixth grade South and Crockett Elementary Schools
- District Chairman of Reading Textbook Selection Committee
- Member of District Language Arts Curriculum Guide
- Chairman of the District Assertive Discipline Committee
- Campus Writing Liaison Committee Member
- Member of the Centennial Committee
- Elementary Curriculum Development Member in Reading
- Presenter of Test Taking Techniques and Vocabulary Development
- Writer for Tier I Reading Projects
- Member of Gifted and Talented Coordination Committee

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1982- 1981

Ector County Independent School District

Odessa, TX

### **Classroom Teacher Grade 4**

- Self –Contained classroom teacher Burnett Elementary School

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1981-1977

Dallas Independent School District

Dallas, TX

### **Classroom Teacher Grades 3 and 4 Nancy Jane Cochran Elementary School**

- Cooperating Teacher for Student Teachers
- Faculty Representative for Operation Involvement
- Chairman of TEA Achievement Team
- Chairman of Intermediate Language Arts Teachers
- Trained for Gifted and Talented students
- Member of Curriculum Development Committee

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1977 – 1975

Department of Defense Atlantic Fleet

Rota, Spain

### **Classroom Teacher Third Grade and Kindergarten Aide**

- Chairman of third grade teachers David Glasgow Farragut Elementary Rota Naval Base
- Member of Curriculum Development Committee
- Co Authored a Science Grant on emphasis of studying Tide Pools
- Implemented science curriculum
- Hired as a Kindergarten Aide but taught in a team teaching situation

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1974 – 1972

Department of Defense Pacific Fleet

Misawa, Japan

### **Classroom Teacher Fourth Grade**

- Classroom Teacher Sollars Elementary, Misawa Air Force Base
- Grade level Chairman
- Faculty Liaison Parent Teacher Organization
- Compiled and coauthored Curriculum, for Reading Skills which was adopted and used in
- In Department of Defense Schools, Pacific Fleet

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1970-1967

Dallas Independent School District

Dallas, TX

### **Classroom Teacher Grades Four and Six Rosemont Elementary School**

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## Mary L. Smith

### Achievements

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- National Distinguished Principal Nominee 2005 and 2006
  - H.E.B. Excellence in Education Regional Winner 2007 and 2008 one of five state finalist
  - TEPSAN of the year Region 18 2000-2001, 2002-2003
  - Nominated Phi Delta Kappa Administrator of the Year 1992
  - Elected to Phi Delta Kappa Organization
  - Secretary for Regional Texas Elementary Principals & Supervisors Association
  - President of Regional TEPSA
  - President of Local Texas Reading Council
  - State Committee member Texas Reading Council
  - Nominee Administrator of the Year by Classroom Teachers Association 2003
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### Education

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1963-1965	Odessa Jr. College	Associates Degree	Odessa, TX
1965-1967	University of North Texas	Bachelor of Science Education	Denton, TX
1983-1987	University of Texas Permian Basin	Master of Arts Education-Administration	Odessa, TX
1987	University of Texas Permian Basin	Administrative Certification	Odessa, TX

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### References

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- Mr. Ed Zachary, Assistant Superintendent Midland ISD 615 W. Missouri Midland, TX 79701 432-689-1000
- Dr. Robert Nicks, Former Superintendent of Schools, MISD 1605 Hyde Ct. Beaumont, TX 77706 409-860-1035
- Dr. William Maurer, Executive Director of Student Services, MISD, 615 West Missouri, Midland, TX 79701 432-689-1000
- Mr. and Mrs. Jim Byerlotzer #3 Auburn Ct. Midland, TX 79705 432-689-2299