

## GENEVA FRANCES GARZA, M. Ed.

### EDUCATION

Angelo State University, San Angelo, TX  
**Master of Education in Guidance and Counseling**                      **2014**

Schreiner University, Kerrville, TX  
**Bachelor of Arts in General Studies**                                      **2002**  
Teacher Certification  
Mathematics Specialization

### PROFESSIONAL CERTIFICATIONS

Texas Educator Certification School Guidance and Counseling (PK-12)  
Texas Educator Certification Elementary Self-Contained (Grades 1-8)  
Texas Educator Certification Elementary Mathematics (Grades 1-8)  
Texas Educator Certification Generic Special Education (Grades PK-12)  
Texas Educator Certification ESL Supplemental (Grades PK-12)  
Crisis Prevention Institute (CPI) Certification

### PROFESSIONAL EXPERIENCE

**Angelo State University, San Angelo, TX**  
**Adjunct Instructor**    **Fall 2016-present**  
Responsibilities:

- Assist lead professor in communicating with assigned students and scoring student work

Courses taught (online):

Career and Occupational Counseling: Fall 2016, Summer 2017, Summer 2018  
Group Counseling: Fall 2017, Fall 2018, Summer 2019  
Individual Counseling: Spring 2017  
Theories of Counseling: Spring 2017, Fall 2017, Spring 2018, Spring 2019

### PROFESSIONAL EXPERIENCE IN PUBLIC EDUCATION

**Eden Consolidated Independent School District, Eden, TX**  
**Campus: Elementary, Junior High, and High School**  
**School Counselor and District Testing Coordinator**                                      **2015-present**  
Responsibilities:

- Perform counseling duties
  - Adhere to legal and ethical standards when working with students, parents, school faculty and staff, and community organizations
  - Assist students in developing interpersonal skills through individual counseling
  - Employ the use of accepted school counseling theories when working with students in small groups and individually
  - Provide intervention counseling for behavior issues (i.e., emotional outbursts, anxiety), attendance concerns (i.e., excessive absences), and academic progress (i.e., failing courses)
  - Identify and address behavioral and social barriers to learning

- Collaborate with school staff and parents to refer students to outside resources
- Collaborate with school administration to improve student emotional and academic growth
- Consult with teaching staff to improve learning environment for students with academic barriers
  - offer behavior management strategies
  - intervene as needed
- Monitor students' growth and development by noting cultural and social factors that may impact student learning
- Create, develop, and evaluate a guidance curriculum that facilitates growth of students' personal, social, and academic development
- Conduct small group counseling as part of responsive services
- Develop and monitor Personal Graduation Plans (PGPs)
- Monitor accuracy of transcripts
- Provide career and college counseling
  - develop and monitor academic goals
  - guide students in career exploration by evaluating results of career interest assessments
  - research and discuss college options
  - organize college tours and recruiter presentations
  - organize career presentations
  - organize FAFSA presentations
  - assist students with Apply Texas and FAFSA completion
  - distribute scholarship information
  - assist scholarship application completion
  - organize and deliver student and parent presentations on high school graduation plans, including endorsement options
  - collaborate with school organizations (i.e., FCCLA) to provide career information to students
- Organize presentations from outside agencies addressing topics, such as healthy relationships and appropriate peer relations
- Analyze and interpret assessment results to guide students in goal setting and career planning
- Supervise Junior High Student Council and coordinate activities with other groups on campus and within the community (2016-2017)
- Serve as District Testing Coordinator
  - Train staff regarding state assessment procedures and policies
  - Review testing history of students
  - Serve as ACT Test Site Supervisor
  - Serve as PSAT Coordinator
  - Administer college preparatory assessments (ACT, PreACT, PSAT, TSIA)
  - Collaborate with teachers regarding results and testing supports
  - Adhere to state assessment procedures and direct testing staff accordingly
- Identify at-risk students
  - Maintain accurate records regarding at-risk status of student population
- Serve as Migrant Liaison to ensure students are receiving appropriate services
- Serve as Homeless Liaison to ensure students are receiving appropriate services
- Serve as Foster Care Liaison to ensure students are receiving appropriate services
- Serve as GT Program Coordinator
  - Identify and assess students for GT program
  - Ensure students are receiving differentiated instruction
- Serve as ESL Coordinator

- Identify and assess students for ESL services
- Organize and conduct LPAC meetings
- Ensure students receive appropriate accommodations on state assessments
- Ensure students are successful using linguistic accommodations by reviewing formal and informal assessment data
- Serve as Dual Credit Coordinator
  - Point of contact between college and high school
  - Communicate with college instructors regularly
  - Provide training on dual credit benefits
  - Supervise Apply Texas completion
  - Monitor student progress
- Coach Junior High Cheerleaders (2016-2018)
- Provide leadership by serving on the Region 15 Hub Advisory Board
- Serve on the National Honor Society Advisory Board for our district
- Participate as an active member of the District Improvement Committee

**Small Schools Coop, San Angelo, TX**

**Campus: Fairview**

**Instructional Aide in a Behavior Adjustment Class (BAC)**

**2013-2015**

Responsibilities:

- Created lessons for students
- Provided one-on-one instruction
- Monitored students while in mainstream classes
- De-escalated situations involving students with varying disabilities
- Helped teacher maintain classroom order
- Completed clerical duties (i.e., copying, faxing, record keeping, and filing)

**Angelo State University, San Angelo, TX**

**Virtual Graduate Assistant**

**Fall 2013**

Responsibilities:

- Completed tasks as assigned by professors
- Conducted research
- Coded student responses
- Transcribed dictation

**Junction ISD, Junction, TX**

**Campus: Middle/High School**

**Disciplinary Alternative Education Program (DAEP) Instructor**

**2011-2012**

Responsibilities:

- Created and located supplemental material
- Provided one-on-one instruction
- Monitored student activity
- Maintained classroom order
- Assisted with state testing

**John H. Wood, Jr. Charter School System, San Antonio, TX**

**Campus: Hays County Juvenile Detention Center**

**Instructor and Special Education Facilitator**

**2002-2006**

Responsibilities:

- Planned and conducted classroom lessons
- Collaborated with other staff (school and facility)
- Organized Language Arts curriculum by creating activities according to TEKS and CLASS objectives
- Assisted with state testing as assistant to coordinator
- Established baseline ability by administering CLASS to incoming students
- Identified English language learners (ELLs)
- Administered TELPAS
- Created and implemented IEPs and BIPs
- Facilitated ARDS
- Referred students to LSSP for evaluation
- Maintained all student records for 50% of student population
- Conducted small group tutoring
- Collected student records, including school records and psychological evaluations
- Organized and presented district in-service

PROFESSIONAL EXPERIENCE: NON-EDUCATION RELATED

**Junction Hotel Partners, LP, Junction, TX**

**General Manager for Rodeway Inn**

**2007-2012**

Responsibilities:

- Managed 10-12 motel staff daily
- Served as front desk agent
- Completed daily bookkeeping tasks
- Maintained a balanced budget (monitored profit/loss margin)
- Inventoried and ordered supplies
- Supervised daily operation
- Complied with brand and city regulations
- Handled customer relation issues

SCHOLARLY PRESENTATIONS

Garza, G. F. (2019, February). *Test Administrator Training*. Eden High School, Eden, TX.

Garza, G. F. (2018, February). *Test Administrator Training*. Eden High School, Eden, TX.

Garza, G. F. (2017, August). *Social Media and Students: Instructional Staff*. Eden High School, Eden, TX.

Garza, G. F. (2017, August). *Social Media and Students: Parents*. Eden High School, Eden, TX.

Garza, G. F. (2017, August). *Gifted and Talented District Information Session*. Eden High School, Eden, TX.

Garza, G. F. (2017, February). *Test Administrator Training*. Eden High School, Eden, TX.

Garza, G. F. (2016, February). *Test Administrator Training*. Eden High School, Eden, TX.

Garza, G. F. (2006). *TOP Rater Training*. John H. Wood Jr. Charter District, San Marcos, TX.

Garza, G. F. (2006). *TEKS/TAKS Correlation*. John H. Wood Jr. Charter District, San Antonio, TX.

Garza, G. F. (2006). *TEKS as a Foundation for Curriculum Planning*. John H. Wood Jr. Charter District, San Antonio, TX.

RESEARCH INTERESTS

- Implications of teacher self-efficacy on student behavior
- Behavior management through character education lessons
- Effectiveness of early intervention on career and college readiness

PROFESSIONAL DEVELOPMENT

Region XV Professional Development—San Angelo, TX

Ensuring Clean Data. (2019, April).

Choices 360 Training. (2019, April).

CPI Training. (2019, February).

LPAC. (2019, January).

2018-2019 State Assessment. (2018, October).

The McKinney-Vento Act: A Brief Overview. (2018, October).

Foster Care and Student Success. (2018, September).

LPAC Framework. (2018, August).

Youth Mental Health First Aid. (2018, July).

CCMR Symposium. (2018, July).

Graduation Requirements. (2018, April)

Suicide Prevention. (2018, March).

2018 State Assessment. (2018, January).

Youth Mental Health First Aid. (2017, September).

The McKinney-Vento Act: A Brief Overview. (2017, September).

Foster Care and Student Success. (2017, September).

LPAC Framework. (2017, August).

Moving Toward a Common Goal: College and Career Readiness Symposium. (2017, July).

Drug Impairment Training for Education Professionals (DITEP). (2017, June).

Kids'/Youth Connection, Curriculum-Based Support Group Facilitator Training. (2017, February).

Cyberbullying. (2017, February).

2017 State Assessment. (2017, January).

FAFSA Update: The Process of Completing the Application. (2016, October).

The McKinney-Vento Act: A Brief Overview. (2016, September).

LPAC Framework. (2016, September).

Foster Care and Student Success. (2016, September).

Netsmartz/Kidsmartz: Train the Trainer. (2016, August).

Moving Toward a Common Goal: College and Career Readiness Symposium. (2016, July).

Gang Awareness. (2016, June).

2016 State Assessment. (2016, January).

College and Career Transition Day. (2015, November).

2015 State Assessment. (2015, September).

The McKinney-Vento Act: A Brief Overview. (2015, September).

LPAC Framework. (2015, August).

Foster Care and Student Success. (2015, August).

HB 5 Endorsements. (2015, July).

HB 5, College Preparatory Courses and Meeting the Needs of Students. (2015, July).

Youth Mental Health First Aid. (2015, July).

PARTS: Prevention and Recognition of Troubled Students. (2015, June).

Diverse Learner's Conference: Instruction for All Students. (2014, August).

Discipline in the Secondary Classroom. (2014, July).  
Behavior Conference: The Big Picture. (2014, June).  
Youth Mental Health First Aid. (2014, June).  
Ask about Suicide: To Save a Life. (2013, August).  
Poverty: Up Close and Personal. (2013, August).  
Champs Classroom Management Training (2013, July).

PROFESSIONAL MEMBERSHIP

American School Counselor Association

TECHNOLOGY SKILLS

Proficient in: Word, Excel, Publisher, PowerPoint, Rampart, Blackboard, Turn It In, Remind 101, JotForm

SERVICE TO THE COMMUNITY

Concho Valley PAWS Volunteer, 2017-present

AWARDS

Who's Who Among Students in American Universities and Colleges, *Angelo State University*, 2014  
Graduate Student of the Year Nominee, *Angelo State University*, 2014  
Kappa Delta Pi, *Angelo State University*, 2013  
Choice Hotels Inn of the Year, *Rodeway Inn*, 2012  
General Manager of the Year Recipient, *Rodeway Inn*, 2008  
Who's Who Among Students in American Universities and Colleges, *Schreiner University*, 2002  
Summa Cum Laude, *Schreiner University*, 2002  
Valedictorian, *Junction High School*, 1998