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Department of Curriculum and Instruction
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EDUCATION

Ed.D. in Educational Leadership

Dissertation: Exploring Online Education Adjunct's Extrinsic and Intrinsic Motivating Factors and Perceived Organizational Support

Advisor: Dr. Jessica Simpson

University of the Cumberlands, Williamsburg, KY

Specialization in School Level Administration

Kappa Delta Pi

December 2020

Principal Certification

Angelo State University, San Angelo, TX

May 2011

Master of Education in Guidance and Counseling

Angelo State University, San Angelo, TX

May 2006

Graduate Level Instructional Technology

Angelo State University, San Angelo, TX

May 2006 Completed 15 hours in Graduate Level Instructional Technology

Bachelor of Science in Early Childhood

Angelo State University, San Angelo, TX

May 1996

cum laude, Kappa Delta Pi, Dean's List, NCEA

PROFESSIONAL CERTIFICATIONS

Texas Educator Certification School Counselor EC-12

Texas Educator Certification Principal EC-12

Texas Educator Certification Elementary Self-Contained 1-8

Texas Educator Certification Early Childhood PK-KG

Texas Educator Certification Elementary Physical Education 1-8

Texas Teacher Evaluation and Support System T-TESS Training for Field Supervisor Coaching

Advanced Candidates Certification

PROFESSIONAL EXPERIENCE

Online Adjunct Lead Instructor

March 2021-present

Curriculum and Instruction, Angelo State University, San Angelo, TX

- Utilize Blackboard Learning Management System for all course requirements.
- Coordinate course delivery to engage students and enrich student learning.
- Provide support and engage students in a meaningful and rigorous manner.
- Monitor Class Café to support and guide students as they collaborate and work through each module.
- Communicate with candidates through email, announcements, feedback, scoring, and virtual visits.
- Integrate technology tools like FlipGrid, Prezi, Padlet, Canva, and other websites to promote diverse learning.
- Assist candidates with technical issues that arise throughout the course.
- Provide constructive feedback during the evaluation of candidate work.
- Stimulate critical thinking skills through rigorous assignments, discussions, and diverse activities.
- Utilize professional experiences to enhance course content with real-world, practical insights and provide input for continuous course improvement.
- Graduate Courses Taught (online)
 - EDG 6302 Data Collection, Analysis, & Application (2022 Fall A)
 - EDG 6304 Research (2021 Fall B, 2022 Spr A, 2023 Spr A)
 - EDG 6307 Writing for Educators (2022 Summer)
 - EDG 6320 Individual Counseling (2022 Fall B, 2023 Spr B)
 - EDG 6321 Group Counseling (2023 Fall A)
 - EDG 6323 Theories of Counseling (2023 Spr B)
 - EDG 6324 Career & Occupational Counseling (2021 Summer, 2022 Spr B)
 - EDG 6331 Role of the School Counselor (2021 Summer)
 - EDSC 6300 Capstone in School Counseling (2022 Fall B)
 - EDSC 6301 Comprehensive School Counseling Programs (2023 Spr A, 2023 Fall A)
 - EDSC 6302 School Counseling Techniques (2021 Spr B, 2022 Spr B)
 - EDSC 6303 Human Growth and Development (2021 Fall A, 2022 Fall A)

Private Kindergarten Teacher

September 2020-May 2021

Taught six students in a private home.

- Organize and prepare daily lesson plans covering kindergarten's educational knowledge and objectives.
- Adapt and modify teaching and student work as needed for different learning styles.
- Motivate and encourage students to achieve their personal goals.
- Monitor and evaluate student progress.
- Communicate with students and parents.

Certified Substitute Teacher and Tutor

January 2020-March 2020

San Angelo ISD, San Angelo, TX

- Implemented teacher substitute lesson plans.
- Implemented tutoring objectives with small groups.
- Motivated and encouraged students to achieve their personal goals.
- Monitored and evaluated student progress.
- Communicated with classroom teachers and administration.
- Adhered to school policies and procedures.

Online Adjunct Instructor

January 2015-December 2019

Curriculum and Instruction, Angelo State University, San Angelo, TX

- Utilized the Blackboard Learning Management System for all course requirements.
- Responsible for multiple weekly communications to candidates.
- Scored assignments, provided detailed feedback, and assessed the overall improvement of candidates.
- Worked with the course's lead professor and instructor(s) to troubleshoot problems, collaborate, and provide insight into the candidates in my section.
- The first point of contact for candidates.
- Encouraged, engaged, supported, and assisted the candidates as needed.
- Assisted lead professor/instructor in course preparation and feedback.
- Mentored candidates through communication and feedback.
- Utilized professional experiences to enhance course content with real-world, practical insights and provided input for continuous course improvement.
- Graduate Courses Taught (online)
 - Foundation Courses:
 - EDG 6301 Social and Cultural Influences (2016 Sum; 2018 Spr A&B, Sum, Fall A&B; 2019 Spr A&B)
 - EDG 6302 Tests and Measurements (2017 Fall A&B; 2018 Spr A&B, Sum, Fall A&B; 2019 Spr A&B, Sum, Fall A&B)
 - EDG 6304 Educational Research (2019 Sum, Fall A&B)
 - Guidance and Counseling Courses:
 - EDG 6320 Individual Counseling (2015 Spr B, SUM, Fall A; 2016 Spr B)
 - EDG 6321 Group Counseling (2015 Fall B)
 - EDG 6323 Theories of Counseling (2015 Spr A; 2016 Spr A)
 - EDG 6324 Career and Occupational Counseling (2017 Sum)
 - School Administration Courses:
 - EDG 6342 Personnel and Fiscal Management (2017 Fall A)
 - EDG 6345 Human Relationships in Educational Administration (2017 Fall B)

Grape Creek ISD, San Angelo, Texas

- Elementary Principal, Grape Creek Elementary, 2016 - 2017
 - Principal for Pre-K through 5th grade, approximately 540 students and 65 staff members

- Collaborated with Administration, Teachers, Parents, and Other Members of the Learning Community
- Planned and managed the elementary budget
- Maintained Legal and Ethical Standards for Faculty and Campus
- T-TESS Certified
- Presented Mandated State and Federal Staff Development Topics to Faculty and Staff
- Reviewed STAAR data to determine areas for curriculum improvement
- Reviewed individual student data to create a personalized learning environment
- Worked with diverse populations
- Followed and maintained the Legal and Ethical Standards for Faculty and Students
- Ensured compliance with the campus, district, and state laws and regulations
- Collaborated with various departments across campus to ensure alignment within the district and discuss plans for curriculum development
- Created an inclusive learning environment for all students
- Promoted an environment of social justice
- Created District's Assistant Principal evaluation form
- Monitored and evaluated teacher instruction and administration
- Researched curriculum and educational programs for student growth
- Updated and maintained school guidelines and procedures for the elementary campus
- Campus and District Site-Base
- Maintained Safety, Order, and Effective Discipline Management
- Elementary Teacher, Grape Creek Elementary, 1997-2001
 - Instructor in Kindergarten, 2nd grade, and 3rd grade, teaching the educational knowledge and objectives per grade level and subjects
 - Adapted and modified teaching and student work as needed for different learning styles
 - Motivated, evaluated, monitored, and encouraged students in their progress and to achieve their personal goals

Schleicher County ISD, Eldorado, Texas

- Eldorado High School Counselor, 2015-2016
 - District Coordinator for the State-regulated testing and local testing, plan and organize tests for multiple grade levels
 - Instructed staff on state testing procedures, security, policies, and administration
 - Researched programs for high school students concerning college, credit, and social issues
 - Followed and maintained the Legal and Ethical Standards for Faculty and Students
 - Collaborated with various departments across campus to ensure alignment within the district and discuss plans for curriculum development
 - Created an inclusive learning environment for all students
 - Assisted students in developing and planning educational and career goals

- Promoted an environment of social justice
- Reviewed STAAR data to determine areas for curriculum improvement
- Reviewed individual student data to create a personalized learning environment
- Worked with diverse populations
- Followed and maintained the Legal and Ethical Standards for Faculty and Students
- Ensured compliance with the campus, district, and state laws and regulations
- Campus registrar
- CTE Coordinator
- At-Risk Coordinator
- Homeless Liaison
- Dual Credit Coordinator
- Credit Recovery Coordinator
- Built and Implemented Campus Master Schedule
- TxEIS
- Created and instructed suicide prevention training for staff and faculty
- Individual and group counseling
- ACT/SAT Testing Coordinator
- Scholarship Manager

Christoval ISD, Christoval, Texas

- Fourth Grade ELA/History Teacher, Christoval Elementary, 2012-2015
 - Instructor in English Language Arts and Social Studies teaching the educational knowledge and objectives per subject
 - Established well-organized classroom routines, set appropriate academic expectations, and provided positive experiences to build self-esteem
 - Facilitated, maintained, updated, assisted co-workers, and evaluated students in the use of iPads in the classroom
 - Adapted and modified teaching and student work as needed for different learning styles
 - Motivated, evaluated, monitored, and encouraged students in their progress and to achieve their personal goals
 - Administered state-regulated tests per state requirements and guidelines
- Personal and Family Development, College Preparation, Career, Skills for Living Teacher, Christoval High School, 2009-2012
 - Classes: Personal and Family Development, College Preparation, Career, and Skills for Living
 - Student Council Advisor
 - Worked with the high school counselor in testing, counseling, and college preparation
 - Member of the Campus and District-Wide Site-Base Committees, developed class and student schedules, and developed and revised school policies and procedures
- Counselor/Campus Testing Coordinator, Christoval Elementary, 2005-2009
 - Campus Coordinator for the State-regulated testing and local testing, plan and organize tests for multiple grade levels

- Instructed staff on state testing procedures, security, policies, and administration
- Monitored and evaluated teacher instruction and administration
- Researched curriculum and educational programs
- Collaborated with various departments across campus to ensure alignment within the district and discuss plans for curriculum development
- Created an inclusive learning environment for all students
- Promoted an environment of social justice
- Reviewed STAAR data to determine areas for curriculum improvement
- Reviewed individual student data to create a personalized learning environment
- Work with diverse populations
- Followed and maintained the Legal and Ethical Standards for Faculty and Students
- Ensured compliance with the campus, district, and state laws and regulations
- Developed school guidelines and procedures for special programs: GT, RTI, At Risk
- Developed educational objectives for students with special needs
- Counseled students individually, small groups, and in the classroom
- Planned and managed counseling budget
- Liaison for the then newly developed Texas Early Math Inventory (TEMI) between faculty, the University of Texas, and the Texas Department of Education
- Conducted research as part of the TEMI, compiled and provided the research results to the University of Texas and the Texas Department of Education
- Physical Education Teacher, Christoval Elementary, 2001-2005
 - Instructor in Physical Education teaching the educational knowledge and objectives per subject
 - Adapted and modified teaching and student work as needed for different learning styles
 - Motivated, evaluated, monitored, and encouraged students in their progress and to achieve their personal goals
 - Coordinated Field Day

SCHOLARLY ACTIVITIES

- **Presentations**
 - Anderson, D., Cisneroz, A., Engle, J., Hargraves, J., & Tasker, T. (2019, August). *Preparing instructors to teach: An online training module*. Presentation: BbX Conference. Angelo State University, San Angelo, TX.
 - Engle, J., & Hargraves, J. (2019, July). *Personalizing learning: Engaging students in online environments*. Presentation: BBWorld 19 Conference. Austin, TX.
 - Hargraves, J.C. (2017, January). *Empathy*. Grape Creek Elementary, San Angelo, TX.
 - Hargraves, J.C. (2017, January). *What can you control?* Grape Creek Elementary, San Angelo, TX.
 - Hargraves, J.C. (2015, September). *Suicide Prevention Plan*. Eldorado High School, Eldorado, TX.

RESEARCH INTERESTS

- Online Education, Professional Development for Online Instruction
- Exploring Online Education Adjunct's Extrinsic and Intrinsic Motivating Factors and Perceived Organizational Support

PROFESSIONAL DEVELOPMENT & TRAINING

- 2005 Elementary Life Skills
- Legal Issues/School
- 2005 SOS Signs of Suicide
- 2005 Crisis Response
- 2005 FBAs and BIPs
- 2006 Instructional Technology Practicum
- 2006 Completed 15 hours in Graduate Level Instructional Technology courses (Computers in Instructional Settings, Instructional Design & Video Technology, Design Instructional Resources, Technology Media in Instructional Settings, and Computer Network Instructional Environment)
- 2006 Legal for Administration
- 2006 Campus Change Agents
- 2006 Counselors Network
- 2006 Behavior Management
- 2006 TAKS Training Updates
- 2007-2016 ACT administrator
- 2007 TCA Professional School Counselor Conference, Corpus Christi, Texas
- 2007 RTI
- 2007 Assessment Training
- 2007 Counselors Network
- 2007 Section 504 Update
- 2007 Aggression Replacement
- 2007 Bully & Harassment
- 2007 Podcasting 101
- 2007 Hear our cry
- 2007 TAKS Training Updates
- 2008 1A/2A Counselors
- 2008 TAKS Training Updates
- 2008 Shoes of a Dyslexic
- 2009 TEA Career and Technical Education Teacher Conference, Dallas, Texas
- 2009 Internet Safety
- 2009 Financial FIT CTE
- 2009 ServSafe
- 2009 Intro XL 2007
- 2009 1A/2A Counselors
- 2009 TAKS Training Updates
- 2010 WBL Training for CTE
- 2010 CTE TEKS - Hospitality & Tourism
- 2010 CTE TEKS - Education & Training

- 2010 CTE TEKS - Human Services
- 2010 Achieve College
- 2011 Career Cert Training
- 2011 Ready for STAAR
- 2012 Autism Conference
- 2012 STAAR DTC Training
- 2013 Ethics in Counseling
- 2013 TEXES Prep ESL
- 2013 Behavior Conference
- 2013 Using Social Skills
- 2014 TCEA Tots and Technology Conference, Galveston, Texas
- 2014 STAAR DTC Training
- 2014 iDevices Advanced
- 2015 TCA Texas College Counseling and Career Development Conference, Austin, Texas
- 2015 Counselor Networking
- 2015 College Board
- 2015 Homeless Education
- 2015 HB5 Endorsements
- 2015 SB460 Mental Health
- 2015 Troubled Students
- 2015 College Prep Course
- 2015 Accountability 2015
- 2015 Jim Walsh
- 2016 College Board
- 2016 State Assessment
- 2016 TXEIS Scheduling
- 2016 CTE Program Management
- 2016 Emotional Regulation
- 2016 T-TESS Training
- 2016 Legal Training - Chapter 37 Student Discipline
- 2016 New Principal Camp
- 2016 Jim Walsh-Law Dawg
- 2017 SLO for Teachers
- 2017 A-F Ratings
- 2017 School Safety Summit
- 2017 State Assessment
- 2018 Curriculum Vita Training Update
- 2018 Blackboard Training
- 2018 The ABC's of LGBTQ Clients presented by Three Rivers Counseling Association
- 2019 T-Tess Training for Field Supervisor Coaching Advanced Candidates
- 2019 BbX: Blackboard Excellence in Teaching and Learning conference, Angelo State University
- 2022 Reignite Your Passion for Teaching, Angelo State University
- 2022 Center for Teaching and Learning Excellence workshop, Flipping Your Focus, Angelo State University

PROFESSIONAL MEMBERSHIPS

- Texas Elementary Principals & Supervisors Association 2016-2017
- Texas Counseling Association 2015-2017
- Texas Counseling Association 2005-2009
- Texas State Teacher Association 1997-2015
- Kappa Delta Pi 1995-1998, 2021-present

TECHNOLOGY SKILLS

- Apple: Pages, Keynote, and Numbers
- Microsoft Office, Excel, PowerPoint
- Prezi
- Blackboard
- Blackboard Collaborate
- Ramport
- Remind 101
- Turn It In
- Facebook
- Twitter
- Instagram

HONORS & AWARDS

- Teacher of the Year, Christoval Elementary, 2012-2013
- Concho Educators Teacher of the Week, 2012-2013
- Teacher of the Year, Christoval Elementary, 2014-2015