



- Assisting students in connecting them with various agencies as needed to help best support them academically (i.e., medical services, Medicaid services, VSP voucher for vision, referring to mental health professionals)
- Conducting home visits
- Develop rapport with family in order for the success of our students; planning and facilitating parent conferences to provide one on one communication with parent about the progress of their student.
- Participate in ARD meetings for students considered At-Risk.
- Assist with beginning of year staff development, provide training on best practices for working with At-Risk High school students.
- Assisting campus principal in analysis of data to help determine areas of weakness and area of focus for the campus academically.

### **Elementary School Principal, 2010-2012, Bradford Title I campus**

#### Responsibilities:

- Conducted formal PDAS evaluations for instructional staff.
- Ensured effective teaching practices in place through walk throughs, monitoring of PLC's, working with teachers on lesson plan development, modeling best practices as needed, and mentoring teachers.
- Provided staff with instructional support on best teaching practices, promoted Kilgo, Balanced Literacy, & best practices for RTI.
- Conducted frequent PLC meetings with staff regarding instructional plans, and student data.
- Planned & implemented school wide RTI program utilizing all available hands on deck for best small group support for students.
- Prepared class schedule for staff.
- Involved directly with hiring of new teaching and instructional staff, as well as managing.
- Enforced district code of conduct as needed.
- Conducted LPAC meetings.
- Prepared STAAR testing schedule, roster and assisted counselor with preparing STAAR materials.
- Conduct staff meetings including staff development.
- Responsible for campus budget and ensuring budget satisfied academic needs of campus.

### **Freshman Campus Assistant Principal 2010-2011, Central Freshman Title I campus**

#### Responsibilities:

- Enforced district code of conduct, processed disciplinary referrals, referred students to district DAEP, communicated with parents regarding disciplinary issues.
- Conducted formal PDAS evaluations for instructional staff
- Assisted in preparing campus bell schedule
- Campus textbook coordinator
- Supervised UIL sporting events as a game administrator to ensure safe orderly environment.
- Monitored student attendance, enforced Texas Compulsory Attendance Law, prepared court referrals and attended court.

### **At-Risk Coordinator, High School Campus, 2009-2010, Central High School**

#### Responsibilities:

- Assisted providing direct instructional support for ESL students, prepared & implemented lesson plans for one ESOL class, focused on TAKS remediation.
- Monitored campus ESL academic progress, conducted LPAC meetings, provided training and best instructional strategies to staff.
- Monitored student attendance, enforced Texas Compulsory Attendance Law, prepared court referrals and attended court.

- Supervised UIL sporting events as a game administrator to ensure safe orderly environment.

### **High School English/ESL Teacher 2006-2009, Central High School**

Responsibilities:

- 10<sup>th</sup> English Language Arts, & ESOL teacher
- Participated in grade level PLC meetings for instructional planning
- Responsible for creating & implementing ESOL lesson planning
- Implemented after school tutoring for TAKS remediation/intervention for at-risk & ESL students.

### **Elementary Spanish Teacher 2005-06, Trinity Lutheran Private School**

Responsibilities:

- Pre-K- 6<sup>th</sup> Spanish Teacher
- Solely responsible for planning & implementing Spanish lesson plans appropriate for each grade level beginning with Pre-K through 6<sup>th</sup>.

## **Community Involvement**

- PTA Scholarship Chair, 2008-2009, Bonham Elementary, San Angelo, Texas
- PTA Scholarship Chair, 2007-2008, Crockett Elementary, San Angelo, Texas
- Previous Junior League Provisional, 2012-13, San Angelo, Texas
- Road Lizards Running Club Member
- Current member of Texas Association of Assistant Principals