

Leo Radford

PROFESSIONAL SUMMARY

Knowledgeable Adjunct Professor of Workforce Development bringing talent for engaging students in material and improving academic success. Striving to teach course information, as well as critical thinking and success-building skills.

ACCOMPLISHMENTS

- **Student Motivation** - Developed and implemented online chat sessions providing real-time support to students in need of course assistance.
- **Technology Integration** – facilitated online Distance Education combined courses to 10-20 adult learners.
- **Curriculum Development** -Tailored educational curriculum to students with range of learning styles, disabilities, strengths, and weaknesses. Developed innovative semester lesson plans and practical application exercises for classroom that are relevant to today's technological society.
- **Administration** – Managed online courses that resulted in students achieving learning outcomes.
- **Student Mentor** - Volunteered as a student mentor to help support students that are academically at risk to reach their learning goals and experience academic success in school.
- **Interactive Learning** - Introduced and encouraged debate-style classroom setting to increase student active participation and critical thinking.

SOFT SKILLS

- Positive learning environment
- Positive Reinforcement
- Inquiry-based learning
- Technological instruction
- Instructional design
- Fast learner
- Outstanding social skills
- Classroom discipline
- Managing classroom for diverse populations
- Student engagement

WORK HISTORY

AUGUST 2013-CURRENT

CTE Business Technology Teacher | Cypress-Fairbanks ISD | Houston, TX

- Adapted teaching methods and materials to meet students' varying needs and interests.
- Facilitated an after-school student technology club to promote student interest and growth.
- Set up lesson materials, bulletin board displays and demonstrations.
- Planned and implemented creative lessons in accordance with district, and state guidelines.
- Observed and evaluated students' performance, behavior, and technology skill development.

AUGUST 2011-AUGUST 2013

CTE Business Technology Teacher | Spring ISD | Houston, TX

- Adapted teaching methods and materials to meet students' varying needs and interests

- Worked with other teachers and administrators to evaluate and revise AVID College Readiness Program.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Met with parents to resolve conflicting educational priorities and issues.
- Planned and implemented creative lessons in accordance with district, and state guidelines.

SEPTEMBER 2011-CURRENT

Adjunct Business Technology | Houston Community College | Houston, TX

- Recorded lessons for online instruction.
- Selected appropriate materials to support student learning needs.
- Maintained office hours to help students with questions and educational support.
- Tracked student assignments, attendance and test scores.
- Distributed course syllabus and answered student questions regarding standards, material, grading and progression.

AUGUST 2010-JUNE 2011

Senior Information Technology Consultant | Texas A&M University | College Station, TX

- Responsible for instructional consultation and support (Work with faculty on design, teaching delivery, and development of online learning materials.
- Provided training to faculty and students on the advanced use of complex widely used applications and various complex, specialized software applications used during the instructional process.
- Conducted professional development sessions using educational technology tools and strategies to support teaching and learning.
- Advise and educate faculty on complex computing procedures.
- Coordinated technical activities of a small project team.

SEPTEMBER 2003-AUGUST 2005

Instructional Technology Specialist/Business Teacher | Fort Bend ISD | Sugar Land, TX

- Responsible for delivering technology staff development and modeled best teaching practices and provided equitable assistance to the classroom teacher, team leaders, department heads and curriculum specialist in planning and delivering effective technology integration for student achievement.
- Evaluating each pupil's performance, knowledge, and skills in course being taught and prepare pupil's progress reports and employment references.
- Provide leadership and support for campus based technology teams Trained campus instructional aids Participate in the curriculum planning and other developmental programs
- Improved student's analytical skills by introducing state-of-the-art computer program technologies.
- Proposed technical feasibility solutions for new functional designs and suggested options for performance improvement of technical objects.

SEPTEMBER 2001 – SEPTEMBER 2002

Adjunct CE Instructor Computer Applications | Lonestar College | Cypress, TX

- Recorded lessons for online instruction.

- Selected appropriate materials to support student learning needs.
- Maintained office hours to help students with questions and educational support.
- Tracked student assignments, attendance and test scores.
- Distributed course syllabus and answered student questions regarding standards, material, grading and progression.

EDUCATION

M.Ed. | May 2003 | Prairie View A&M University

Major: Education Leadership

BBA | August 1994 | Texas Southern University

Major: Administrative Management System

CERTIFICATIONS AND AWARDS

- ICS Certification and Microsoft Office Specialist
- Tech Apps EC-12 and Office Education 6-12
- Instructional Leadership
- Fundamentals of Reading and Language Arts

