

MERCEDES LYNN WILSON-EVERETT

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PROFESSIONAL SUMMARY

Highly skilled professional and collaborative educator with experience in innovative teaching and management on all levels. Skilled at curriculum development, instructional improvement, data analysis, recruitment and supervision of highly qualified personnel, and working within culturally diverse settings.

QUALIFICATIONS

- ESL Supplemental Certification
- Bilingual and ESL Certification
- High School English Language Arts and Reading Certification
- Elementary & Middle School Self-Contained Certification
- Mid-Management Administrator Certification
- Test Proctor
- Bilingual (*English & Spanish*)
- Adult Continuing Education Experience
- Administrative & Supervisory Experience
- Secondary and Post-secondary Experience
- Trained Interview Specialist
- Curriculum Writer
- Professional Development Trainer
- Strong Written and Oral Communication Skills
- Technology Proficient
- TESOL Certified

EDUCATION

- | | | |
|-------------|---|---|
| 1994 | Educational Administration
Advanced Graduate Studies | Texas Southern University, Houston, Texas
(Completed Requirements to Dissertation Phase) |
| 1992 | Educational Administration
Master of Education | Texas Southern University, Houston, Texas |
| 1986 | Education
Bachelor of Science In Education, Cum Laude
Major: Elementary Education Minor: Bilingual Education | University of Houston - Central, Houston, Texas |

ADMINISTRATIVE AND SUPERVISION EXPERIENCE

ESL Lead Instructor

10/2018 – Present

Houston Community College System, Houston, Texas
School of Continuing Education Language

Provide adult learners, from cultural and ethnic backgrounds, with differentiated inspirational learning while using technology to expand opportunities for communication and collaboration. Design and integrate a variety of instructional resources to support the learners' diverse learning styles as well as guide students in the mastery of course objectives. Evaluate and measure student progress, maintain accurate records, and submit reports timely. Establish a rapport with learners to advise and encourage them regarding academic and career options. Participate in annual staff development trainings and classes to keep current with instructional methodology, techniques, and delivery methods. Participate in curriculum development meetings. Co-chair a CEA committee and member of another subcommittee for accreditation standards for program evaluation, recruit students, administer placement testing and program orientation for International Students, secondary and post-secondary experience, and provide weekly remediation and enrichment "Reading and Writing Workshop" sessions for learners. Collaborate with colleagues and superiors. Serve as a Lead Teacher for helping other instructors with implementing "best practices" with students. Design forms for the program such as the textbook selection process. Assist Program Manager provide students and instructors with a more positive, productive teaching/learning experience. Evaluate and model

instructional delivery, develop curriculum, train instructors on assistive technology, write electronic newsletters and correspondences, and provide team recognition.

Charter School Principal

06/2012- 02/2013

Neighborhood Centers, Houston, Texas

Fraga Center, Ripley Middle and Elementary, Choices in Education

Recruited, trained, and organized staff members for a newly constructed middle school opening—within a two-month period. Required functions included staffing, curriculum development, and student services. Managed three campuses, teaching staff, and 523 students from pre-kinder to eighth grade.

Principal and Assistant Administrator of Elementary Curriculum

03/2000 – 05/2003

FBISD, Sugar Land, Texas

Central Administration and Goodman Elementary

Recruited, trained, and organized staff members for a newly constructed elementary school opening-within a three-month period. Required functions included staffing, curriculum development, and student services. Successfully managed thirty-six teaching staff members, 550 students from pre-kinder to fifth grade. Assisted Central Office Curriculum Director with district-wide staff development, curriculum alignment, material selection for impacting student achievement. **Special Designations:**

- Bilingual/ESL Campus
- 2001- TEA Recognized Rating
- 2003- TEA Recognized Rating

Principal

12/1995 – 04/2000

H.I.S.D., Houston, Texas

Woodrow Wilson Elementary

Successfully transformed a low-performing school and climate. Required functions included staffing, instructional improvement, curriculum development, improved student literacy services, resource procurement, building utilization (budgeting and maintenance), collaboration with staff, district offices and school-community- relations. Managed seventy staff members and 620+/- students from pre-kinder to fifth grade.

Special Designations: Bilingual Campus, Multicultural Fine Arts Magnet, Project Reconnect Parent Involvement Program, Spark Park Dedication, Community Engagement Bonding Night Events, Harris County Community Service Department Spruce-up Days, etc.

- Hispanic Counsel Outstanding Student Achievement Recognition
- 2000- TEA Exemplary Rating
- 1999- Texas Mentor School Network Designation H.I.S.D. Strategic Intent Award of Excellence
- 1999-TEA Recognized Rating
- 1998- TEA Exemplary Rating
- 1998- Council of Chief State School Officers' Top 10 Title I Texas Successful Schools Awards
- 1998- Annenberg Lamplighter School- Wilson Elementary
- 1997- TEA Recognized Rating
- 1996- TEA Recognized Rating
- 1995- Vanderbilt University Principal Leadership Institute
- TEA Recognized Campus- Wilson Elementary
- TEA Exemplary School Award- Wilson Elementary

Assistant Principal

02/1993 – 11/1995

H.I.S.D., Houston, Texas

De Zavala Elementary

Performed all duties delegated for student classroom/lunch schedules, textbook distribution, administrative designee for ARDS, supervising bus departures/arrivals, custodial staff, student discipline, parental involvement activities, counseling students. Assisted with implementing the academic program, evaluating teachers and school improvement planning committees, and served as testing coordinator. Successfully managed seventy-five staff members and 835 students from pre-kinder to fifth grade. **Special Designations:**

- Bilingual/ESL Campus
- 1994- Houston Business Committee for Educational Excellence Grant

Bilingual Professional Development Specialist

H.I.S.D., Houston, Texas

08/1992 – 02/1993

Alternative Certification, Human Resources

Provided guidance and support for H.I.S.D. ACP (Alternative Certification Program) Interns. Functions included: interviewing candidates, providing teacher training for implementing District curriculum and initiatives, giving hands-on technical assistance in the classroom, maintaining documentation, serving as a liaison between ACP Interns, building level administrators, and mentor teachers with the goal of helping interns meet state certification requirements. **Special Designations:**

- 1993- H.I.S.D. Human Resource Interview Assistant for New Teacher Recruits from Boston, Massachusetts
- 1992- Haberman Star Teacher Selection Interview Training

TEACHING EXPERIENCE

ESL Adjunct Instructor

04/2014 – Present

Houston Community College System, Houston, Texas
School of Continuing Education Language Department

Provide students with integrated-skills courses that used second language acquisition processes to develop listening, speaking, reading, writing and viewing abilities in English to gain knowledge and skills needed for college-level credit courses or learn a trade to achieve personal and career goals.

ABE/GED Instructor

01/05/2014 – 04/04/2014

Houston Community College System, Houston, Texas
Adult Basic Education Department, HCC - Burnett Bayland Park

Provided students with learning activities for gaining knowledge and skills in math, reading, writing, social studies, and science for receiving an Adult Diploma. Recruited community involvement for tutoring and donating resources to students with special needs.

ESL Teacher and Program Coordinator; Dyslexia Teacher and Coordinator

06/2008 – 05/2012

SMSD, Stafford, Texas
Stafford High School

Provided students with a learning environment of best practices to meet their individual academic and social needs for English mastery as well as to pursue a college or career-ready goal. District, State, and Federal mandates used to ensure proper identification and program placement for eligible students. **Special Designations:**

- 2011-12 Superintendent Teacher Leadership Forum
- 2010-11 Region 4- SMSD Teacher Representative
- 2010-11 SMSD Teacher of the Year
- Neuhaus Literacy Interventionist Training
- 2010-11 Stafford High School Teacher of the Year
- 2009-10 District-wide Vision and Planning Committee Member
- Diversity Club Sponsor

ESL Teacher and Program Coordinator

08/2005 - 06/2008

SMSD, Stafford, Texas
Stafford Middle School

Provided Limited English Proficient students with a learning environment of best practices to meet their academic, intellectual, and social needs for speaking, reading and writing English. District, State, and Federal mandates used to ensure proper identification and program placement for eligible students.

Gifted and Talented Teacher

08/1989 - 06/1992

H.I.S.D., Houston, Texas
Pleasantville Elementary

Implemented a unit-based instructional program for creating an optimum learning environment for students identified as exhibiting high performance in specific academic subjects. **Special Designations:**

- 1990 – H.A.A.B.S.E Elementary Teacher of the Year Winner
- 1990 – Pleasantville Elementary Teacher of the Year Representative
- 1990 – Houston Business Committee for Educational Excellence Grant
- 1989 – National Impact II Teacher Panelist, Washington, D.C.

Bilingual Teacher
08/1986 – 06/1989

H.I.S.D., Houston, Texas
Tijerina and Cunningham Elementary

Successfully encouraged bilingual students to retain and appreciate their own respective language and cultural heritage while transitioning into learning to read, write, and speak English. **Special Designations:**

- 1989 – Impact II Replicator Teacher Grant Recipient
- 1989 – Impact II Bicentennial Teacher Grant Recipient
- 1989 – Earth Watch Teacher Fellowship Award – S.D.
- 1989 – Houston Business Committee for Educational Excellence Grant
- 1988 – Tijerina Elementary Teacher of the Year
- 1988 – H.I. S. D. Teacher of the Year Semi- Finalist
- 1988 – Impact II Teacher Replicator Grant Recipient
- 1987 – Houston Business Committee for Educational Excellence Grant

TEST PROCTORING EXPERIENCE

Received training and served as “Train-the-Trainer” on managing student assessment programs on the college, high school, middle school, and elementary level for administering national, state, and local tests. Corrected and established well organized school-wide systems for maintaining auditable student LEP records and provided a quality academic LEP program where students passed State and National standardized normed-referenced and criterion-referenced tests for meeting promotion standards, graduation, college entry, and/or career-ready goal requirements.

- ❖ **TABE** - Test of Adult Basic Education
- ❖ **SAT and ACT**
- ❖ **IDEA Proficiency Test** - Oral Language Proficiency Tests
- ❖ **TELPAS** Texas English Language Proficiency Assessment System
- ❖ **STAAR** - The State of Texas Assessments of Academic Readiness
- ❖ **TAKS** - Texas Assessments of Essential Knowledge and Skills
- ❖ **Iowa Test of Basic Skills**

ESOL PROFESSIONAL DEVELOPMENT TRAINING

Work Experiences/Achievements-

- ❖ **Student: "TESOL (Teaching English to Speakers of Other Languages)" Anaheim University** June 2019
Completed course work over a 15-week, 3-unit Online Certificate program in TESOL under the leadership of globally-acclaimed linguist Dr. David Nunan. The process certifies that I am among an elite group of educators who are skilled at teaching non-native English speakers of any age.
- ❖ **CEA Length and Structure of the Program Study: Co-Chair** August 2018 – May 2019
Provided leadership for documenting for The Commission on English Language Program Accreditation regarding the Continuing Education Intensive English Program’s overall quality regarding processes and procedures in promoting excellence in the area how the program is organized to ensure optimum teaching and learning outcomes.
- ❖ **CEA Curriculum: Member** August 2018 – May 2019
Assisted with generating documentation for The Commission on English Language Program Accreditation regarding the Continuing Education Intensive English Program’s overall quality for setting forth a rigorous curriculum that is implemented to promote the success of each student’s interest.
- ❖ **Pathways Focus Group Participant** March 4, 2016
Answered questions, shared my experiences, perceptions, opinions, and beliefs regarding possible improvements for future editions.
- ❖ **College's ESOL/English Interdisciplinary Symposium Attendee:** March 4, 2016
"Transitions: Going from Zero to Sky's the Limit" Topic: Addressing challenges ESOL students face while transitioning from beginners to college-ready freshmen academic reading and writing.

- ❖ **Co-Presenter: "Sharing Best Practices" English for Results, Basic - 2** January 10, 2016
Provided participants with Best Practices research, hands-on teaching techniques and innovative ideas for energizing the students' learning process using smart phone technology, differentiated instructional strategies for working with students at various levels, and classroom community building.

- ❖ **Cengage Training Workshop Attendee:** February 1, 2016
Presented by Janet Roznos with a focus on the key features of Pathways 1 & 2 textbooks, and reviewed available technology resources via online companion workbooks.

- ❖ **Pearson Future Series - ELS 1 & 2 Focus Group Participant** November 19, 2015
Participated in the Focus Group to answer questions, share my experiences, perceptions, opinions, and beliefs regarding the Future Textbooks and digital *ActiveTeach* products.

- ❖ **Leader & Co-Developer: Curriculum Guidelines Intermediate - Reading & Writing** June 29, 2015
Updated Curriculum Guidelines for Level 2 – COMG 1091 to integrate and align with the Level 2 Rubric expectation.

- ❖ **Sub-Committee Chairperson: Adjunct Faculty- Advisory Committee** May 29, 2015
Charged to serve in the capacity of Adjunct Faculty- Advisory for working collaboratively with group members to review current curriculum standards, make recommendations for improvement, identify faculty training needs, as well as produce sample materials. All members on "*TEAM MICHELLE*" made valuable contributions and attended meetings. The group's final products included the following: a/an-
 1. Intermediate Rubric for use with Pathways 2, Future 4, and Future 5
 2. Future Pre- and Post-Test Level 4 + writing,
 3. Future Pre- and Post-Test Level 5 + writing,
 4. Pathways 1 Pre- and Post-Test,
 5. Pathways 2 Pre- and Post-Test,
 6. Recommendations Report

- ❖ **Sub-Committee Chairperson: Adjunct Faculty- Advisory Committee** May 29, 2015
Designed and produced "Team Michelle" t-shirts and bags for celebrating the group's unified effort to contribute innovative ideas and products to support our Department's goal of continuous improvement of quality instruction.

- ❖ **Faculty-to-Faculty Peer Sharing/Mentoring** On-going
Collaborated with new Adjunct Faculty members regarding how to use required resources for instructional delivery, work with groups of students possessing diverse abilities, and organize cooperative learning activities.

- ❖ **Work-related knowledge and skills in computer usage and software:** Ongoing

MyEnglishLab	Pathways Listening, Speaking, and Critical Thinking Presentation Tool
People Soft@ Your Service	Pathways Reading, Writing, and Critical Thinking Presentation Tool
PeopleSoft Faculty Resources	National Geographic MyELT - Learning Platform
Askonline.com	Tests and Test Prep with ExamView
Future ActiveTeach	CANVAS (In Progress)

Date	Title	Organization/Sponsor	CPE Hours
Feb. 23, 2012	Texas English Language Proficiency Assessment System (TELPAS) (Calibration component of TELPAS holistic rating training)	TEA Criss Cloudt Gloria Zyskowski	5.0

	TELPAS Rater Online Basic Training Course for Grades 2-12		
Feb. 23, 2012	Texas English Language Proficiency Assessment System (TELPAS) (Component of TELPAS holistic rating training) TELPAS Rater Online Basic Training Course for Grades 2-12	TEA Criss Cloudt Gloria Zyskowski	2.0
Mar. 22, 2012	Texas English Language Proficiency Assessment System (TELPAS) (Calibration component of TELPAS holistic rating training) TELPAS Rater Online Basic Training Course for Grades 2-12	TEA Criss Cloudt Gloria Zyskowski	2.0
Mar. 20, 2011	TELPAS Rater Online Basic Training Course for Grades 2-12	TEA Criss Cloudt Gloria Zyskowski	5.0
Sept. 13, 2011	Language Proficiency Assessment Committee (LPAC) Training	Region 4 Ana Llamas	6.0
Feb. 18, 2010	Texas English Language Proficiency Assessment System (TELPAS) Level 2 TELPAS Rater Online Refresher Course for Grades 2–12	TEA Criss Cloudt Gloria Zyskowski	3.0
Feb. 25, 2009	Texas English Language Proficiency Assessment System (TELPAS) (qualifying component of TELPAS holistic rating training)	TEA Criss Cloudt Gloria Zyskowski	2.0
Mar. 26, 2007	Texas Observation Protocols (TOP) Grades 2-12: Level 2 Refresher Course	TEA Susan Barnes Lisa Chandler	3.0
Oct. 27, 2006	Texas Observation Protocols (TOP) (qualifying component of TOP holistic rating training)	TEA Susan Barnes Lisa Chandler	2.0
Sept. 8, 2006	Texas Observation Protocols (TOP) Rater Training – Grades 6-8	Region 4 Ana Llamas Event #203721	6.0
Aug. 15, 2006	Language Proficiency Assessment Committee (LPAC) Training	Region 4 Ana Llamas	6.0
July 26, 2006	TAKS – Based Daily Writing Activities for the ESL Classroom	Region 4 Susan Hurt	6.0
	Second Language Acquisition/Literary Development	Jim Commins	6.0

LEADERSHIP TRAINING

Date	Title	Organization/Sponsor	CPE Hours
Sept. - May 2012 Sept. 19 th Oct. 17 th Nov. 14 th Jan. 16 th Feb. 27 th Mar. 27 th April 17 th May 8 th	Administrators' Academy "Preparing Leaders for a Profoundly Different Future"	Harris County Department of Education (HCDE) Richard A. Griffin, Academy Director Center for School Governance, Executive Leadership, and Fiscal Accountability	30.0
Oct. 3, 4, 5, 2002	Effective Schools Conference	Region 4 Bill McKinney, Ph.D.	15.0
Nov. 16, 2001	Urban Teacher Perceiver Specialist Certificate No. 1500	The Gallup Organization Princeton	40.0

Oct. 8, 10, 16, 24, 1996	The Seven Habits of Highly Effective People Certificate of Graduation	Margaret Ashmore Stephen Covey	32.0
Fall 1992	Haberman Star Teacher Selection Interview Training (Research based model for identifying teachers, and principals, particularly educators who serve students at risk and in poverty)	H.I.S.D. Dr. Martin Haberman Delia Stafford	8.0
NA	PDAS Training	Region 4	NA
1995	Vanderbilt University Principal Institute Tennessee	District Office	40.0

ASSESSMENT TRAINING

Date	Title	Organization/Sponsor	CPE Hours
Jan. 2, 2012	Data-Driven Decisions Margaret Kilgo Training	Sherry Hart Stafford High School	6.0
May 13, 2011	STAAR – Gazing: Deconstructing the TEKS to Prepare for the New State Assessment Platform	Region 4 Gary Loss	6.0
Nov. 4, 2011	STAAR Professional Development Online Course: <ul style="list-style-type: none"> Exploring STAAR Organizing for Learning STAAR Professional Development 	Responsive Learning	6.0
Aug. 11, 2010	English I and II End-of-Course Success TEKS English Language Arts	Region 4 Kristi Hernandez	6.0
Mar. 26, 2012	Module 1 – Active Monitoring (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Mar. 26, 2012	Module 2 – Distribution of Test Materials (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 25, 2011	Module 1 – Active Monitoring (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 25, 2011	Module 2 – Distribution of Test Materials (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 25, 2011	Module 3 – Proper Handling of Secure Materials (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 23, 2010	Module 1 – Active Monitoring (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 23, 2010	Module 2 – Distribution of Test Materials (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA
Feb. 23, 2010	Module 3 – Proper Handling of Secure Materials (Texas Test Administrator Online Training)	TEA Criss Cloudt Gloria Zyskowski	NA

REFERENCES ARE AVAILABLE UPON REQUEST