

## Qualifications Summary

**Accomplished and student-centered professional with expertise in overseeing day-to-day operations of educational institution to drive academic excellence of the students with learning problems.**

Skilled in managing all aspects of academic sector, such as strategic planning and objective-setting, learning material production, budget administration, program development and execution, and education-related issues resolution. Proven track record of success in delivering professional in-person presentations to teachers and interns for measurably improving their skills set. Excel at tailoring curriculum according to institutional, state, and federal requirements to encourage high-quality learning experience for struggling readers of all ages. Resourceful individual with active involvement in uncovering new teaching methods and suggesting improvements in academic performance for special education students. Excellent communication, collaboration, multitasking, and interpersonal skills along with ability to forge long-lasting relationships with students, parents, and associates.

**Areas of Expertise** • Academic Operations Oversight • Program Creation and Execution • Academic Excellence

- Learning Needs Assessment
  - Teaching Staff Leadership
  - Educational Issues Resolution
  - Curriculum / Learning Material Designing
  - Special Services Delivery
  - Key Relationship Building
- Educational**

## Background

**Master of Education Degree (Curriculum and Instruction) | University of Houston-Central Campus, Houston**  
**Bachelor of Science Degree (Secondary Education) | University of Houston-Central Campus, Houston**

## Awards and Key Achievements

NAACP President's Award, Freedom Fund Banquet | Texas Most Outstanding Middle School Principal Award

Texas Association of Secondary School Principals | Texas Successful Schools Award-Key Middle School

Developed and implemented the FIRST Co-Teacher Program / Inclusion Program for Special Educational students, which implemented in Houston ISD district-wide

## Career Experience

**Western Governor University, UT**      **Clinical Supervisor, 2019 – Present**

Instruct students regarding clinical work by utilizing effective teaching methodologies. Observe the delivery of instruction in the classroom to provide top-quality learning experience to all students. Conduct pre and post-conference and provide continuous feedback in conjunction with principals and host teachers.

- Supported 20 / 20 students in completing their student teaching internship and 14 / 20 interns in gaining employment as certified teachers.

**Dr. Victoria Sloan, Clinical Psychologist | Developing Our Values in Education, TX Educational Diagnostician, 2017 – Present**

Perform formal assessment and observe students' work style and behavior patterns. Present findings in IEP meeting-ARD committee as well as recommend strategic plan to the members.

## **Houston Community College, TX Instructor, 2013 – Present**

**ABE / GED / ESL**

Plan and deliver impactful English language lessons to non-native speakers. Implement creative curriculum and teaching strategies to facilitate student in meeting their educational objectives. Maintain an organized and productive classroom environment to support respective learning

- Secured the highest score in the four classes for providing excellent teaching services.
- Facilitated students in improving their attendance and interest as well as assisted them in successfully progressing to the next level.

## **Adjunct Instructor / Field Supervisor for the Accelerated Teacher Certification Program, 2013 – Present**

Conduct pre and post-conferences, observe the delivery of instruction for teachers, evaluate performance, and present feedback from observations in all domains.

- Coached teachers through career growth that facilitated 7/ 10 teachers in gaining recommendation for certification and completing the ATP.

## **Francis Scott Key Middle School, Houston, Texas Principal, 1991 – 2010**

Recruited and provided strategic direction to staff for meeting student learning objectives. Designed and executed educational programs, promoted the improvement of teaching and learning, and encouraged parent involvement. Identified students with handicapping conditions to acceptable state accountability rating.

- Established the first pilot Co-Teacher middle school in the district, which became the model for the district.
- Directed the lowest-performing middle school in the district with struggling and highest percentage rates of high-risk students.

## **Additional Experience**

Special Education District Instructional Supervisor (Elementary and Secondary) – Houston Independent School District, TX

Principal – Kashmere Senior High School, TX

Assistant Principal – Westbury Senior High School, TX

Reading Specialist-Lead Teacher (Secondary Grades) – Houston Independent School District, TX

Educational Diagnostician (All Grades) – Houston Independent School District, TX

Government / Economics Teacher (Secondary) – Houston Independent School District, TX

Special Education Resource Teacher (Secondary) – Houston Independent School District, TX

Special Education Teacher-Grades VII to IX – Houston Independent School District, TX

Special Education Teacher – Multi-handicapped Students – Houston Independent School District, TX

Pre-Transitional Services Provider-14 to 21 years Old – (TWC) Children's Advocate, TX Adjunct

Instructor for Teachers' Education – Houston Community College, TX

Director, Kids on Campus – Houston Community College, TX

## **Professional Development**

Professional Mid-Management | Professional Instructional Supervisor | Professional Education Diagnostician | Professional Diagnostic Prescriptive / Reading Specialist | Generic Special Education-Specialized in Severe / Profound Students | Social Studies Composite