**Nathanael D. Lee**

**Curriculum Vitae**

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## University of Houston – Clear Lake

M.A., Literature

Studies focused in Composition and Rhetoric, Professional Writing, and American Literature

## University of Houston – Downtown

B.A., English

Major in English, minor in philosophy

Graduated Cum Laude

Dean’s List in Good Standing

## Dual Credit High Schools Taught at:

Lamar High School (HISD)

Stafford High School (Stafford MSD)

Sterling High School (HISD)

Thurgood Marshall High School (FBISD)

Website: <https://www.linkedin.com/in/nathanael-lee-54814931/>

# Instructional Experience

## Stafford High School (Stafford Municipal School District)

### 2020-Present

**High School (9-12 English I-IV/Dual Credit) Teacher** – Teaching English Language Arts and Reading and Dual Credit (Houston Community College) courses (Composition I [ENGL 1301], Composition 2 [ENGL 1302], British Literature I [ENGL 2322], British Literature II [ENGL 2323] to high school students F2F/Online (as the demands of the pandemic require).

* Providing students with appropriate learning activities in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth
	+ responsible for carrying out a variety of student monitoring; and modifies instructional activities as required
* Enabling students to develop competencies and skills to function successfully in society.
* Providing students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth
	+ Responsible for carrying out a variety of student monitoring; and modifies instructional activities as required
* Providing students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for growth.
* Instructing in traditional face-to-face, hybrid, dual credit, and online courses.
* Assisting in developing an individual educational program (IEP, including academic and behavioral goals) for students in accordance with district policies, procedures, and state guidelines.
* Participating in ARD (Admission, review, and dismissal) committee deliberations, and maintaining accurate and timely records (including updating of academic and behavior goals) as required by administrative regulations and district policy as directed.
* Lessons based on student evaluation data, curriculum-based assessment, and classroom data, including, but not limited to individualized instruction, small-group instruction, station teaching, computer-assisted instruction as appropriate.
* Co-ordinating HCC and Stafford to ensure a smooth experience for dual credit students.

## Houston Community College (HCC)

### 2010-Present

**Instructor, English/ESOL** – Teaching English in a variety of positions, formats, and schedules to a variety of skill levels

* Instructing in traditional face-to-face, hybrid, co-requisite, dual credit, and online courses
	+ Facilitating online courses using Moodle, Canvas, Turnitin.com, and other external tools
* Volunteering for pilot programs such as new co-requisite classes and tutoring in the classroom
* Instructing students in the use of Microsoft Office, G Suite, Canvas, and external sites
* Volunteering for substitute teaching
* Designing and updating courses according to HCC and Texas Higher Education Coordinating Board standards
* Serving on Instructional Technology committee
* Presenting on advancements in instructional technology and its practical uses to educators for productivity, quality of life improvements, and classroom use

## Interactive College of Technology (ICT) – Pasadena

### 2018-2019

**Instructor, English as a Second Language** – Preparing and delivering lectures to undergraduate students on topics such as how to read, speak, and write English as a foreign language and the cultural aspects of areas where the English language is used

* Teaching F2F classes divided into three parts and held on a 5-week cyclical basis
* Helping host school and community events for students outside of the classroom but as part of classroom instruction

Certifications

Texas Educator Certificate: English Language Arts and Reading (8-12)

Alternative Certification with Alternative Certification for Teachers (ACT) Houston for ELA 8-12

OpenLMS, Moodle, Canvas Training

## Other Achievements

Presenting on Advancements in Instructional Technology: practical uses to educators for productivity, quality of life improvements, and classroom use

Presenting on G Suite, One Drive, and other forms of cloud technology

Serving on HCC Instructional Technology Committee, 2018-2019

## Skills

### Software:

Adobe Creative Cloud, Adobe Premiere Pro, Adobe Premiere Rush, BigBlueButton, Blackboard, Canvas, Eagle Online, G Suite, Kaltura, macOS, Microsoft Office, Moodle, NoRedInk, Norton Digital References, Office 365, Open Broadcaster Software (OBS), Open LMS, Open Office Software Suite, Skype, Turnitin, Webex, and Windows

### Teaching:

ADA compliance, advising, assessment, behavior management, college accreditation standards, conflict resolution strategies, co-requisite education, cultural sensitivity, curricula development, disciplinary skills, distance education, evaluating textbooks and learning materials, evaluation, F2F teaching, dual credit instruction, FERPA, . . .

* Advising and assisting students outside of the classroom and helping them update resumes, and prepare for job interviews
* Facilitating classes on speech, grammar, composition, critical thinking, and reading using online technology, Microsoft Office, and classroom discussions for non-native speakers of English from diverse backgrounds and skill levels

### Teaching Skills, cont.:

flipped classroom, grading, group instruction, inspiring and motivating students, learner-centered education, lesson plan creation, mentoring, one-on-one instruction, online teaching, online tutoring, organization, parental communication, piloting programs, professional development, research, school club supervision, social-emotional learning, strong interpersonal skills, student conferences, student record keeping, summer teaching, syllabus development, testing, Title IX, tutoring, working with English language learners and speakers of other languages

### Other skills:

Adaptation, community service, copying, cyber security, event planning, fax systems, interpersonal communication, Japanese (beginner), maintaining records, organization, planning, phone systems, presentations, printer repair, printing, projector use, public speaking, remote working, scanning, self-discipline, Spanish (beginner), teamwork, verbal communication, video/instructional equipment and peripherals, working on committees, written communication

## Houston Independent School District (HISD) and Houston Community College (HCC) at Lamar High School

### 2012-2013

**Instructor, English Dual Credit** – Contractually employed by both Houston Community College (HCC) and Houston Independent School District (HISD) to pilot a new program teaching Dual Credit College English with internationally recognized organization International Baccalaureate’s (IB) diploma program and co-hosting additional classes while training to be an IB-certified teacher, performing contractual duties with both HCC and HISD, and successfully earning an alternative certification of a Texas teaching license through ACT Houston

* Synthesizing and condensing two semesters of college dual credit courses (Comp. I and II), a full year of additional high school senior work, AND piloting the full two-years of requirements of the International Baccalaureate (IB) Language A: Literature in English Diploma Programme (Standard Level) into one concurrent, unique, pilot course over the course of a single school year for three classes of seniors
	+ This course is conservatively estimated at condensing **three years or more** of challenging work **into one school year**
* Piloting the IB: DP Lang. A: Lit. *standard level* program as sole teacher
	+ Similar programs at Lamar High School had already been in the established International Baccalaureate (IB) Language A: Literature in English Diploma Programme *Higher Level* program, *which Lamar HS divided into two school years and which had unique, established, and collaborative curriculum for, and did not include dual credit instruction*
* Becoming certified to teach IB: DP Lang. A: Lit. in English Standard Level
* Completed alternative certification of my Texas Educator certificate
* Supervising and guiding high school students taking challenging distance education college psychology courses during regular HISD school hours at Lamar HS through HCC Distance Education
* Creating lesson plans, curriculum, classes, student work and assignments, an HISD Moodle site, and two separate grade books and attendance rosters

Professional Professional Development

Adobe Creative Cloud 2020

Premiere Pro for Editing and Crafting Polished Films and Videos

Premiere Rush for Creating and Sharing Online Videos Anywhere

Open Broadcaster Software (OBS) for Video Creation and Streaming for Educational Purposes

Google Apps 2016 for Education Essential Training

Copyright, Fair Use and TEACH ACT

Designing Rubrics and Providing Feedback

Implementing Open Educational Resources

Working with Difficult People

Working with Creatives

The Five-Step Creative Process

Problem Solving Techniques

Leadership: Practical Skills

Learning Canvas 2019

Negotiation Skills

Office 365 for Educators

Leading without Formal Authority

Teaching Techniques: Developing Curriculum

* Coordinated the efforts of HCC, HISD, Lamar, IB, parents, and students
* Faculty advisor to Japanese club
	+ Transitioning Japanese club into Asian Culture club and integrating other Asian-culture-centered school clubs into it
* Co-faculty advisor to Gay-Straight Alliance
* Volunteer tutor after school hours

# Professional Experience

## Houston Community College (HCC)

### 2007-2010

**Online Tutor, English** – Responding to HCC student concerns about English writing and grammar by commenting on student essays online in a variety of subjects

*Courses tutored*: ESL, Developmental English, College English (1301, 1302), Literature, Writing in Other Disciplines

* Using HCC’s AskOnline website to read and respond to student’s requests for help, assignment submissions, directions for assignments, and comments
	+ Website now defunct and replaced with HCCS.Upswing.io
* Replying to students’ essays and requests for help using Microsoft Word and AskOnline’s unique forum style

## Houston Community College (HCC)

### 2004-2006

**Tutor, English** – Assistant to the English department, performing a variety of necessary jobs

* Tutoring HCC students
* Running open Apple computer lab
* Answering phones, taking notes, and running errands for English department

# Courses Taught

## Stafford High School (Stafford Municipal School District)

### 2020-Present

#### High-School Level English:

English IV

## Houston Community College (HCC)

### 2010-Present

#### College Level English:

### Professional Development

### Stafford MSD

TELPAS Training

### Houston ISD

Houston ISD Gifted and Talented training

International Baccalaureate Language A: Literature in English (Diploma Programme, Category 2)

Houston Community College

Co-requisite Teaching

Houston Community College Moodle/Eagle 2 Online training

Canvas Training

Distance Education through Center for Teaching Learning and Engagement (CTLE)

Learner-centered Instructional Design (TL1000)

Eagle Online for Canvas Training (TL1609)

Eagle Online for Canvas Training (TL1611)

Copyright Literacy in the Academic Environment (TL1700)

Orientation to Distance Education (TL1900)

Improving Student Learning through Active Engagement (TL2075)

English Composition I, English Composition II, Combined Dual Credit High School English IV with International Baccalaureate Diploma Program – Standard Level Language A: Literature in English and with College English Composition I and II, British Literature I and II, and American Literature I

#### Developmental English (Defunct):

English Fundamentals of Grammar and Composition I, English Grammar and Composition for Foreign Speakers II

#### English as a Second or Foreign Language:

ESL Advanced Intermediate Composition for Foreign Speakers, ESL Advanced Reading for Foreign Speakers, ESL Advanced Composition for Foreign Speakers, ESL Integrated Reading and Writing for Non-Native Speakers of English, ESL Integrated Reading and Writing Co-Requisite Class for English 1301

## Interactive College of Technology (ICT) – Pasadena

### 2018-2019

ESL Speaking, Listening, Pronunciation II: English in Everyday Life, ESL Speaking, Listening, Pronunciation IV: Contemporary Topics, ESL Reading, Writing and Vocabulary III: Understanding American Culture, Grammar II: English in Everyday Life, Grammar III: Understanding American Culture, ESL Grammar IV: Contemporary Topics

## Houston Independent School District (HISD) and Houston Community College (HCC) at Lamar High School

### 2012-2013

Combined Dual Credit High School English IV with International Baccalaureate Diploma Program – Standard Level Language A: Literature in English and with College English Composition I and II