

RONIQUE S. HINCHEN

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CAREER OBJECTIVE

To facilitate my educational experience as a spearhead that will enable me to further enhance society.

EDUCATION

TEXAS SOUTHERN UNIVERSITY, Houston, Texas.
Master of Arts, Major in English. Honors Graduate,
December 1999.

JARVIS CHRISTIAN COLLEGE, Hawkins, Texas.
Bachelor of Science, Major in Secondary Education English.
Cum Laude Graduate, May 1996.

EXPERIENCE

August 2015-
Currently

ACADEMIC ASSESSMENT & DATA SPECIALIST/TITLE 1 COORDINATOR (ALDINE ISD)
Works cooperatively with the administration team, developing goals and objectives for the purpose of enhancing the instructional programs. Reviews materials and makes recommendations to meet building needs. Oversees the state assessment program on campus. Assists with the interpretation and analysis of test data. Coordinates, orders materials for and maintains confidentiality of all state assessments. Collaborates with all special programs on campus to ensure students are appropriately assessed. Communicates effectively with campus level staff, the community and parents, and/or students when appropriate. Works harmoniously with all administrative and teaching personnel. Demonstrates high expectations of students and staff. d. Uses practices that promote goal directed behavior. Provides a positive, caring environment. Disaggregates, analyzes, and disseminates test data for decision making purposes. Assists in preparing and presenting current information about the state and federal accountability systems. Assists in monitoring assessment of objectives for students and classes. Monitors student assessment progress. Assists in the planning, development, and implementation of staff development for teachers. Compiles, maintains, and files all assessment reports and other documents required. Demonstrates responsible fiscal management concerning supplies and materials. Assists in grouping students with special assessment and academic needs. Serves as a resource person in providing small group instruction to students identified as at risk of dropping out based on assessment results. Assists with setting up individual or group student meetings to explain state assessment scores to students. Serves as a resource person for parents on problems affecting student assessment performance. Projects a positive image to the community. Encourages and promotes parental and community involvement. Conducts oneself in a professional, ethical, and responsible manner. Participates in professional groups and disseminates ideas and information to appropriate staff. Participates in appropriate conferences and staff development sessions for improved job performance. Actively seeks and utilizes evaluative feedback from the appropriate administrative staff.

August 2013-
July 2015

ENGLISH INSTRUCTOR-DAVIS 9TH GRADE CENTER (ALDINE ISD)
Teach and instruct 9th grade students the elements, procedures and concepts of English/Language Arts in order to be successful on STAAR assessment, high school and beyond. Develop and write curriculum for English department and after-school

tutorials. Plan, instruct and implement the state standards with ELL and TELPAS students.

August 2010-
June 2013

ENGLISH INSTRUCTOR/DEPARTMENT CHAIR-JONES HIGH SCHOOL (HISD)

Assist teachers in the development of course objectives for all courses *
Instruct and lead students to ensure understanding and ability to apply state learning objectives. Provide leadership for department committees; e.g., textbook adoption. Cooperate with other chairpersons in developing interdisciplinary program. Attend meetings as scheduled. Organize and conduct department meetings, workshops, and professional development. Articulate with District and other chairpersons in common learning areas.

November 2002-
August 2011

ONLINE FACILITATOR with UNIVERSITY OF PHOENIX

Facilitate multiple instructional methods and techniques by interactive participation through a cooperative and collaborative learner-centered environment that covers the essential writing strategies and skills required for college level coursework. Emphasis is placed on the development of research papers, position papers and case study analysis.

August 2006-
July 2010

LANGUAGE ARTS/TITLE I/TESTING COORDINATOR,

W.A.L.I.P.P. PREPARATORY ACADEMY FOR BOYS, Houston, TX

Teach and instruct 6th, 7th, and 8th grade students the elements, procedures and concepts of English/Language Arts. Consistently helping students achieve 90% or above passing on TAKS writing. During the 2009-2010 school year students achieved 100% passing in 7th grade Writing TAKS and 8th grade Reading. Organized, trained staff and facilitated all campus, district and state testing. Documented, created and formulated parental involvement for the campus. Made sure campus was current with state and federal compliance as it retained to Title 1 services. Coordinate dyslexia intervention on campus. Certified Irlen Screener. Teacher of the Year 2006, 2008.

July 2006-
Currently

***ADJUNCT PROFESSOR, HOUSTON COMMUNITY COLLEGE,
Houston, TX***

Instruct a course devoted to improving the student's writing and critical reading. Lead students in writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. Engage students in an extensive study of the skills with an emphasis on research and documentation techniques, and literary and rhetorical analysis.

January 2003-
August 2006

***ADJUNCT LECTURER, UNIVERSITY OF HOUSTON-DOWNTOWN,
Houston, TX***

Instruct and lecture students in the process of analytical critiques and construction of valid compositions that undertake subjects in contemporary American culture.

August 2003-
August 2005

VISITING PROFESSOR, TEXAS SOUTHERN UNIVERSITY, Houston, TX

Guide students through lecture and instruction through the process of writing compositions, grammatical exercises, and contemporary literary genres.

- August 2000-
August 2005 **ADJUNCT PROFESSOR, SAN JACINTO COLLEGE, Houston, TX**
Instruct and specifically guide students in the process of writing, research, critical reading and thinking skills through the focus of three literary genres through abstract thinking and critical writing that are absolutely necessary to success in a technical world.
- August 1999-
August 2001 **INSTRUCTOR, TEXAS SOUTHERN UNIVERSITY, Houston, TX**
Teach and specifically guide students in a study and application of the comprehension, vocabulary and study skill areas essential for success on the Texas Academic Skills Program (TASP) and success in higher education settings.
- August 1996-
August 1999 **EDUCATOR, HOUSTON INDEPENDENT SCHOOL DISTRICT, Houston, TX**
Teach, implement and enhance reading strategies and programs that would be beneficial to assisting below reading level ninth grade students. Teacher of the Year 1998.

SKILLS

Typing 60-70 wpm
Microsoft Word, Works, PowerPoint, Excel and Access
Westlaw, Lexis

ACTIVITIES/HONORS

- 2013-PRESENT DAVIS 9TH GRADE 1ST YEAR TEACHER MENTOR
2013-PRESENT MEMBER OF IOTA PHI LAMBDA BUSINESS SORORITY
2012-PRESENT AMERICAN EDUCATIONAL RESEARCH ASSOCIATION
2011-PRESENT HOUSTON FEDERATION OF TEACHERS
2010-PRESENT JONES HIGH SCHOOL DECISION MAKING COMMITTEE
2009-2010 UNIVERSITY OF PHOENIX ADVISEMENT COMMITTEE
2008-2009 DO THE "WRITE" THING TEACHER RECOGNITION
2007-2008 WALIPP PREPARATORY TEACHER OF THE YEAR
2006-2007 WALIPP PREPARATORY TEACHER OF THE YEAR
2006-2010 WALIPP PREPARATORY SCHOOL DECISION MAKING COMMITTEE
2006-PRESENT INVESTOR, SHA'MARIE PAUL MITCHELL SALON
2006-2008 HOUSTON COMMUNITY COLLEGE LANGUAGE ARTS DEPARTMENT
2004-2008 UNIVERSITY OF HOUSTON-DOWNTOWN TITLE V FACULTY LEADERSHIP PROGRAM PARTICIPANT

2003-2004 NATIONAL FOOTBALL LEAGUE SUPERBOWL-SUPERQUIZ VOLUNTEER
2002-2004 AMERICAN BAR ASSOCIATION LAW STUDENT MEMBER
2002-2002 NEAL SPEEDON MOOT COURT PARTICIPANT
2001-2002 DELTA THETA PHI INDUCTEE CANDIDATE
2001-PRESENT BOARD OF DIRECTORS-HOUSTON'S BEST KEPT SECRET (HBKS)
1999-2001 DEVELOPMENTAL STUDIES COMMITTEE (TSU)
1999-2001 DEPARTMENT OF ENGLISH PROGRAM EVALUATOR (TSU)
1999-1999 JOB SHADOWING-ASSISTANT D.A. RAY ECHEVARRIA
1998-1999 CHAIRPERSON, INCENTIVE COMMITTEE- WHEATLEY HIGH SCHOOL
1997-PRESENT NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS
1997-1999 YEARBOOK/NEWSPAPER ADVISOR- WHEATLEY HIGH SCHOOL
1997-1998 TEACHER OF THE YEAR CANDIDATE- WHEATLEY HIGH SCHOOL
1997-1998 SENIOR CLASS ADVISOR- WHEATLEY HIGH SCHOOL
1996-1997 TEXAS EDUCATION AGENCY CERTIFICATION

1996-1999	SCHOOL DECISION MAKING COMMITTEE- WHEATLEY HIGH SCHOOL
1996-1999	MALE & FEMALE STEP TEAM ADVISOR- WHEATLEY HIGH SCHOOL
1996-2000	READING PROGRAM COORDINATOR- WHEATLEY HIGH SCHOOL
1995-1996	MINNIE STEVENS PIPER FOUNDATION SCHOLARSHIP RECIPIENT
1994-PRESENT	SIGMA TAU DELTA NATIONAL HONOR SOCIETY
1994-1996	JARVIS CHRISTIAN COLLEGE HONOR ROLL
1993-1995	JARVIS CHRISTIAN COLLEGE CONCERT CHOIR
1992-1994	JARVIS CHIRSTIAN COLLEGE DEAN'S LIST
1992-1996	ALL-AMERICAN SCHOLAR
1992-1995	NATIONAL DEAN'S LIST

REFERENCES

AVAILABLE UPON REQUEST