#### **EDUCATION**

San Francisco State University, EdD, Educational Leadership	5/2012
California State University, Los Angeles, Master of Arts, Educational Leadership	5/2005
Florida International University, Miami, FL, Master of Science, Elementary Education	12/1995
University of Miami, FL, Bachelor of Arts, Psychology & Criminal Justice	5/1992

#### **EXPERIENCE**

Principal, George Mayne Elementary School, Santa Clara Unified School District

8/2012 to present

- Managed the daily operations and coordinate all school activities for a K 5<sup>th</sup> bilingual elementary school.
- · Led several data meetings with grade level teams to interpret data from CST and benchmark assessments.
- Created an Instructional Leadership Team (ILT) at site; rewrote Single Plan Student Achievement (SPSA).
- Purchased laptops and document cameras/projectors for the majority of the classroom teachers.
- Wrote a grant to implement a Positive Behavior Intervention Supports (PBIS) program at our school. Created a team of staff members who attended a 4 day training in order to implement rules and positive incentives for students.
- Created a more streamlined Student Success Team (SST) process to support students who are struggling.
- Worked with local companies to provide opportunities for them to support our school (Beautiful Day, donate resources).
- Ran a three-week Summer Academy for over 200 students who were struggling with grade level standards.
- · Evaluated classified and certificated employees.

Principal, Garden Village Elementary School, Jefferson Elementary School District, Daly City, CA 8,

8/2008 - 6/2012

- Managed the daily operations and coordinate all school activities for a K 6<sup>th</sup> grade elementary school.
- Provided leadership and professional development that promoted student achievement, collegiality, and best practices.
- · Monitored and provided support for new curriculum implementation, pacing guides, and through daily walk-throughs.
- Implemented district-wide benchmark assessments, led grade level data meetings, and worked collaboratively with teachers in selecting essential standards and setting goals.
- Shaped and communicated the school's goals and align them in support of the district's goals.
- Created an Instructional Leadership Team (ILT) at site; rewrote Single Plan Student Achievement (SPSA).
- Attended district-wide Professional Learning Community (PLC) meetings to support district's PI plan.
- Evaluated and supported certificated and classified staff members.
- Fostered a positive school climate, maintained an orderly campus, and developed a commitment to excellence.
- Managed all special education, speech, and student intervention team meetings.

Interim Principal, Almond Elementary School, Los Altos School District, Los Altos, CA

8/2007 - 6/2008

- Managed the daily operations and coordinate all school activities for a K 6<sup>th</sup> grade elementary school.
- Maintained high standards for student conduct, attendance, and enforced discipline.
- Worked collaboratively with parent groups (PTA, SSC) and supported school-wide programs.
- Assisted new teachers with classroom set-up, suggestions for successful communication, and instructional ideas.
- Implemented anti-bullying school-wide program.
- Managed well-organized, timely, and informative staff meetings.
- Supervised and evaluated classified and certificated employees.

## **Teaching Experience (11 years of experience)**

Los Altos School District (Covington Elementary School – 5<sup>th</sup> & 6<sup>th</sup> grade teacher); Summer School Principal – Upper Grade Enrichment program (Summer 2007) & Lower Grade Enrichment program (Summer 2006)

Pasadena Unified School District (Allendale Elementary School – 6<sup>th</sup> grade, Don Benito Fundamental School – 4<sup>th</sup> grade, Skills Enrichment Summer Program – 7<sup>th</sup> & 8<sup>th</sup> grade)

Orange County Public Schools, Orlando, Florida (NorthLake Park Community School, Michael McCoy Elementary School – 4<sup>th</sup> grade teacher)

Cupertino Union School District, Cupertino, California (Garden Gate Elementary School – 4<sup>th</sup> grade teacher) Pinewood Private School, Los Altos, CA (summer school teacher – 3<sup>rd</sup> – 6<sup>th</sup> grade)

## **DISTRICT-WIDE COMMITTEES**

Curriculum & Instruction Sub-committee (helped plan district PLC meetings)	2009 - 2012 school year
SES (Supplemental Education Services) coordinator	2010 - 2012 school year
Negotiations (administrator representative)	2011 - 2012 school year
Administrator Coach (3 new administrators)	2010 - 2012 school year
Program Improvement Sub-committee	2009 - 2010 school year
Healthy Kids Survey and Red Ribbon Week Coordinator (district-wide coordinator)	2009 - 2010 school year
1 <sup>st</sup> grade district-wide teacher meetings (administrator representative)	2007 - 2008 school year
District Evaluation Committee (created new evaluation form)	2006 - 2007 school year

# **CONFERENCES, TRAININGS, & WORKSHOPS**

Zap the Gap presenter (Moving a School Out of Program Improvement: Garden Village Elementary)	2/2011
CLASS (Coaching Learners to Attain Student Success) training	2/2011
Training of Instructors – Pearson's Reading Street (4 <sup>th</sup> and 5 <sup>th</sup> grade ELA)	6/2010
California English Language Development Test (CELDT) training	8/2010
SB 472 English Language Arts (Pearson's Reading Street), Jefferson Elementary School District	8/2010 - 10/2010
SB 472 English Language Development, Jefferson Elementary School District	8/2009 - 12/2009
SB 472 Mathematics (Everyday Math), Jefferson Elementary School District	3/2009 - 8/2009
AB 430 Tier 2 Administrative Clear credential	8/2008 - 5/2009

## **HONORS & AWARDS**

Instrumental in the increase of API scores at Garden Village Elementary School by 45 points	8/2008 - 6/2012
Instrumental in moving Garden Village Elementary School out of Program Improvement	8/2010
National Board Certification (middle generalist)	8/2004
Received several grants for the classroom (PEF, FEDCO, Riordan Reading grants)	8/2001

#### **REFERENCES**

Available upon request