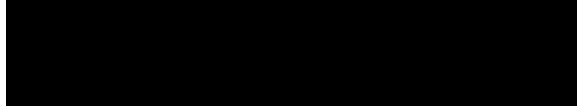


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# Nicole Williams Browning



## PROFILE: HIGHER EDUCATION PROFESSOR/INSTRUCTOR

Administration and Instructional sides.

Passion for Academic Success on both

Accomplished background in Education with 19+ years of success and contributions as a School Teacher, Higher Education instructor, and Assistant Principal/Principal, Middle and Elementary Schools, Principal Supervisor, and district administrator. Deep and rich knowledge of administrative and instructional sides of Higher Education operations.

### Significant Skills and Abilities Include:

- Articulate communicator, collaborator, and advisor; work well with people at all levels, other educators, school administrators, and key stakeholders for information sharing on workforce and economic development opportunities.
- Keen understanding of business; effectively manage time, projects, resources, and budgets to meet all program or project deliverables.
- Excel in planning, scheduling, and coordinating while engaging staff at all levels for win/win situations.
- Award winning leader of curriculum and instruction; practiced in development of creative learning programs for diverse student body.
- Active contributor to many professional committees and projects to advance academic excellence and promote student self-esteem.
- Keen understanding of school, sports, and extracurricular policies, procedures, and protocol. Committed to staying abreast of the latest educational trends and advancements to continually improve and expand instruction and student achievement.
- Attentive listener and motivational speaker who is comfortable presenting to small or large groups.
- Personable with a high degree of integrity and an established reputation for quality, exactness, and results.

### PROFESSIONAL WORK HISTORY

Oakland Unified School District, Oakland, CA (2015-present)

#### *Executive Director*

Facilitate the collaborative creation of a strategic leadership development plan for the District, which includes a continuum of professional development and support services for a range of leaders, from emerging school site leaders to experienced school site administrators; plan and facilitate activities for school administrator programs with special emphasis on preparing new principals and aspiring principals. Support and supervise 16 schools with instructional development and practice to improve student achievement.

- Coach and evaluate principals on effective school practices including, instruction, climate, culture, and engagement.
- Design, implement and coordinate professional development sessions and activities, and mentorship program for beginning principals and assistant principals, which includes conducting training and orientation for mentor partners.

- Conduct various needs assessments to determine training needs at the school and District levels; deliver specific professional development aligned with District goals and objectives; assess effectiveness of training.
- Provide targeted coaching/intervention support with individual principals; partner with district staff to ensure principals receive leadership coaching.
- Design and execute rigorous, year-long school leader professional development that allows school leaders to strengthen their instructional leadership skills, and to learn and practice the skills needed to consistently and effectively execute vital behaviors for success and sustainability, and to build relationships among district administrators.
- Work closely with Human Resources to implement key elements of the selection system for school-based administrators.
- Coordinate the process of recruitment, selection, hiring, and placement of principals, assistant principals, and residents or interns; facilitate screening and selection for school-based administrator pools; assist HR in preparing interview guides, and screening and selection process; conduct site analysis processes for open positions of school principals to assist in determining school-specific leadership needs.

Dublin Unified School District, Dublin, CA (2012- 2015)

*Principal*

Manage over 72 teachers and administrative personnel for a student body of 1004. Administer, manage and facilitate annual budget, oversee school-wide safety and training programs, enforce policies/procedures, and maintain a safe, student oriented, and regulatory compliant educational facility. Work closely with staff to plan, create, apply, and evaluate curriculum for academic excellence and student success in all grades/subject matter, specifically to close the racial, academic achievement gap.

- Played a key role in school being awarded as a California Distinguished School in 2014. Facilitated equity based learning strategies that increased narrowing the achievement gap for more than half of all “At Risk” students.
- Created a target student initiative that resulted in a 19 point increase in API total points school wide. Increases in API scores include a 46 point increase for African American students, and a 17 point increase in API points for English Learner population.
- Grew overall school API score from 920 to 939 points in one academic year.
- Spearheaded school/community program that increased school traffic safety, including a safety, road, median installed by the City of Dublin.
- Improved PLC (Professional Learning Community) practices for school wide practices that improve student behavior and academics.
- Significantly improved school culture and promoted an environment that advanced academic and emotional achievement of all students.
- Work closely with the City of Dublin and Rotary Club to increase student safety, traffic safety and instructional supplies for Kolb students.

Alameda Unified School District, Alameda, CA (2009 - 2012)

*Principal*

Manage over 60 teachers and administrative personnel for a student body of 950. Administer annual budget of \$180K, oversee school-wide safety and training programs, enforce policies/procedures, and maintain a safe, student oriented, and regulatory compliant educational facility. Recruit, interview, and hire additional teachers as warranted. Attend frequent meetings with community, district and state officials, and promote school wide programs and initiatives while maintaining an open line of communication at all levels. Work closely with staff to plan, create, apply, and evaluate curriculum for academic excellence and student success in all grades/subject matter.

- Played a key role in school being awarded as a California Distinguished School in 2011 and 2014.
- Set-up a school wide equity committee that increased overall GPA for more than half of all “At Risk” students.
- Created a target student initiative that resulted in a 59 point increase in API points for socio economically challenged students, and a 29 point increase in API points for Latino population.
- Grew overall school API score to over 900 points for the first time in school history for 3-consecutive years.

- Spearheaded school/community program that honored and commemorated the tragic passing of a beloved student.
- Increased school's usage of district-wide initiatives from 3 teachers to more than one-third of school staff in a 3-year period.
- Significantly improved school culture and promoted an environment that advanced academic and emotional achievement of all students.

**San Lorenzo Unified, San Lorenzo, CA (2007 - 2009)**

***Assistant Principal***

Managed over 50 teachers and administrative personnel for a student body of 800. Applied school policies, procedures, and protocol. Promoted an upbeat, motivating administrative and academics environment. Supported a variety of community and on-site initiatives and programs as key representative of school. Worked closely with school administrators and educators on administrative policies and curriculum advancement.

- Co-led Diversity Training Program for more than 70 teachers, administrators, and support personnel, applied variety of group activities, multimedia presentations, and motivational speakers that resulted in a dramatic improvement in school climate.
- Decreased student suspensions school-wide by 30% and grew student participation in extracurricular programs.

**Peralta Community Colleges, Oakland, CA (2001 - 2006)**

***Adjunct Instructor***

Developed curriculum, lesson plans, and instructed English Literature Classes that focused on Women's and Cultural Literature from various genres and time periods with emphasis on writing development. Instructed additional Summer Readiness English and Literature Classes to Laney College EOPS students and applied creative learning strategies to advance academic success for all.

- Designed and taught a Writing Program at college level that encouraged students to think critically while analyzing literature and write strategically about its cope, form, and content.

**Fremont Unified School District, Fremont, CA (2001 - 2007)**

***English Teacher***

Developed curriculum, lesson plans, and instructed new Literacy Program. Worked closely with outside consultants and devised learning strategies that maximized resources and ensured academic success for all.

- Conducted research and authored, disseminated an in-depth academic and demographic analysis that improved literacy advanced academic achievement, and greatly improved test scores among students of color.

**EDUCATION AND CREDENTIALS**

**Doctorate in Educational Leadership, Saint Mary's College, Moraga, CA**

**Masters of Science, Educational Leadership, Cal State East Bay**

**Masters of Arts, English, Cal State Hayward**

**Bachelors of Arts, Psychology, UC Berkeley**

**PUBLIC SPEAKING AND KEYNOTE ADDRESSES**

- Presenter for Moving Mountains Conference at Holy Names University (2017)
- Keynote Speaker for National Association of Principal Supervisor Conference (2016)
- Keynote Speaker in MATL Program for Saint Mary's College Kalmanovitz School of Education (2015, 2016)
- Presenter for Saint Mary's College Kalmanovitz School of Education (May 2015)
- Panel Presenter for Saint Mary's College Kalmanovitz School of Education (July 2013)
- Team Presentation representing Saint Mary's College for AERA conference (April 2013)
- Dynamic Women's Keynote Speaker for Girl's Inc. After School Program (2013)
- Keynote Speaker for speaker for National Association of Black Accountants (NABA) Summer Youth

Enrichment Program (July 2012)

#### ADDITIONAL WORK EXPERIENCE

- Math/English Teacher, Alameda Unified School District, 1999 - 2001
- English Teacher, Oakland Unified School District, 1996 - 1998

#### PROFESSIONAL ACTIVITIES & AFFILIATIONS

- Participated on several committees that included the LCAP (District Budget), Boundary Change, Wellness, District Leadership, Professional Learning Community Team, and Student Support Team.
- KIPP Leadership Design Fellow (KLDF)