

# Elin Peinado Cervantes

## Objective

To be in a leadership position in a setting that empowers students to work to their potential and beyond, collaboratively with staff, families and the community.

## Experience

### **Vice Principal- Guidance, Jefferson Union High School District, Oceana High School** **08/2015-present**

- Administrator in charge, counseling department, PE and Spanish department.
- Coordinated all testing including: CA Assessment of Student Performance and Progress (CAASPP), Advanced Placement Exams (AP), Practice SAT (PSAT 10 & 11) California English Language Development Test (CELDT).
- AP Coordinator: managed AP Course Audit and AP class enrollment.
- 504 plan coordinator: managed all 504 plans on campus including 504 plan requests.
- Planned and mapped out Master Schedule from start to finish; including creating a master scheduling timeline, creating sections, balancing classes and maintaining master schedule throughout the school year.
- Supervise and evaluate teachers and counselors.
- Attended daily collaboration meetings, Student Assistance Team (SAT) meetings, CARE team meetings and monthly professional development.
- Collect and analyze performance data in order to influence instruction and decision-making.

### **Assistant Principal, OUSD, Skyline High School** **10/2013-06/2015**

- Administrator in charge of tenth grade, counseling department, visual and performing arts and world language departments.
- Coordinated all testing including: California High School Exit Exam (CAHSEE), CA Assessment of Student Performance and Progress (CAASPP), Advanced Placement Exams (AP), Physical Fitness Test (PFT), California English Language Development Test (CELDT).
- AP Coordinator: managed AP Course Audit and AP class enrollment.
- 504 plan coordinator: managed all 504 plans on campus including 504 plan requests.
- Planned and mapped out Master Schedule from start to finish; including creating a master scheduling timeline, creating sections, balancing classes and maintaining master schedule throughout the school year.
- Supervise and evaluate teachers and counselors.
- English Language Development (ELD) Coordinator: supervised ELD program, identified students needing ELD support and students ready for reclassification.
- Attended daily collaboration meetings, coordination of services team (COST) meetings, College Access Team meetings and monthly professional development.
- Collect and analyze performance data in order to influence instruction and decision-making.

- Coordinated with district personnel around school culture and climate including: restorative justice, discipline referrals, suspensions and expulsions.

**Academic Counselor, Grades 9-12, El Camino High School, SSFUSD** **2013**

- Academic, Personal/Social, and College/Career support for staff and students.
- English Language Development (ELD) co-coordinator.
- Coordinate and supervise Peer Leader Program.
- Develop and deliver guidance curriculum.
- Organize Student Support Team (SST) meetings, provide action items and monitor progress.

**Intervention Counselor, Grades 9-12, El Camino High School, SSFUSD** **2010-13**

- Provide personal/social counseling to high needs students.
- Run and coordinate the Peer Leader program.
- Facilitate therapeutic counseling groups.
- Deliver guidance curriculum.
- Work in collaboration with counseling department implementing American School Counselor Association (ASCA) standards.

**School Counselor, Grades 9-12, San Lorenzo High School, SLzUSD** **2007-10**

- Create college going culture by organizing school wide events: College Night, Financial Aid Night, and college field trips.
- Academic, Personal/Social, and College/Career support for staff and students.
- Coordinate and supervise college outreach programs.
- Develop and deliver guidance curriculum.
- Serve as gang intervention liaison for Alameda County Sheriff's Department.
- Establish and maintain communication with parents and families.

**Chair of School Counselor Advisory Board, California State University East Bay** **2006-07**

- Created a network of counselors to share best practices.
- Foster a community based on principals of advocacy.
- Collaborate with Director of School Counseling program.
- Create agenda, facilitate, and keep notes and records of meetings.

**AB1802 Counselor, Grades 9-12, Encinal High School, Alameda USD** **2006-07**

- Provided additional support for students struggling academically and/or with passing the CAHSEE.

**School Counselor-in-training, Grades 7&8, Rancho Middle School, Milpitas USD** **2005-06**

- Prepared SPARC report, highlighting data for support programs.

## **Education**

**Ed.D in Educational Leadership** May 2017  
Mills College, Oakland CA

**Administrative Services Credential** June 2013  
Mills College, Oakland CA

**M.A. Educational Leadership** June 2013  
Mills College, Oakland, CA

**M.S. Counseling** June 2007  
CSU East Bay, Hayward CA  
Marriage and Family Therapy Option  
Pupil Personnel Services Credential- School Counseling (K-12)

**B.A. Psychology, Minor: Sociology** May 2005  
San Jose State University, San Jose CA

**Skills-** Speak, read and write in Spanish. Knowledge of Google products: Gmail, Google drive and Google documents, using Microsoft products and different database systems including Infinite Campus and Aeries.