

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Item
Consent Agenda
April 15, 2021

OFFICE OF TEACHING AND LEADING

- G. Approval of the appointments to the Commission on Teacher and Administrator Education, Certification and Licensure and Development

Background Information: Mississippi Code Annotated § 37-3-2 establishes that the Commission on Teacher and Administrator Education, Certification and Licensure and Development (the Commission) shall be composed of 15 qualified members. The purpose and duty of the Commission is to make recommendations to the State Board of Education regarding standards for the certification and licensure and continuing professional development of those who teach or perform tasks of an educational nature in the public schools of Mississippi. All appointments shall be made by the State Board of Education after consultation with the State Superintendent of Public Education. The State Board of Education, when making appointments, shall designate a chairman. The appointments are recommended in accordance with the internal operating policies of the Commission and Miss. Code Ann. § 37-3-2(2).

The following Licensure Commission positions for membership are eligible for appointment due to the resignation or expiration of term. There are vacancies to fill in the following Congressional Districts for a period of years specified below.

Congressional District Three (3)

Dr. Teresa B. Jayroe
Public Institution of Higher Learning
Fill an Unexpired Term 2021 – 2023

Congressional District Four (4)

Dr. Teresa A. Poole
Independent Institution of Higher Learning
First Regular Term 2021 – 2025

Dr. Shelly Simmons
Administrator
First Regular Term 2021 – 2025

Recommendation: Approval

Back-up material attached

Vitae
Teresa Brasher Jayroe

PERSONAL DATA

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Mississippi State, MS 39762
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EDUCATIONAL BACKGROUND

Doctor of Philosophy: Mississippi State University
Major area: Education, 1999.
Concentration: Elementary Education.
Dissertation title: A Study of the Legislation, Program
Regulations, and Regional Service Centers in Relation to the
Assistant Teacher Program in Mississippi.

Educational Specialist: Mississippi State University
Major area: Education, 1997.
Concentration: Educational Leadership.

Master's Degree: Mississippi State University
Major area: Elementary Education, 1992.

Bachelor of Science: Mississippi State University
Major area: Elementary Education, 1983.

PROFESSIONAL EXPERIENCE

2011-Present Professor. (2021-Present) Dean, College of Education. Mississippi State University. Responsibilities include working with Associate Dean for Academic Affairs and Associate Dean for Research. Work with Provost. (2011-2021). Associate Dean, College of Education. Responsibilities include: working with data collection; working with faculty on research proposals, contracts, and awards; working with the Contracts and Grants Specialist; working with Mississippi Department of Education (MDE) and Mississippi Institutions of Higher Learning (IHL); completing NCATE/CAEP Annual Performance Reports and MDE reports; working with department heads and faculty on academic needs, departmental needs, and accreditation reports; maintaining COE webpage; working with the COE Communications Specialist; reviewing and editing articles for COE FORWARD magazine; working with the graduate school; working with space issues in the COE departments and centers; working with facilities;

working with COE Centers and Institutes; working with school district personnel to maintain and establish partnerships; attending Commission on Teacher and Administrator Education, Certification, Licensure, and Development; assisting Director of the Office of Clinical/Field-Based Instruction, Licensure, and Outreach (OCFBI) with licensure and with MDE; co-chairing Teacher Education Council; chairing the Research Committee; serving on advisory boards; collaborating with programs in the Center for Educational Partnerships; working with the Mississippi Migrant Education Service Center; interviewing applicants for the COE faculty and instructor positions; working with budgets for the COE; supervising and advising COE students; collaborating and supervising staff and faculty; assisting with the development of the COE Recruitment Plan and with recruiting for all departments in the COE; assisting with the development of the COE Assessment Handbook; and addressing miscellaneous administrative needs of the college.

2007-2011 Professor (2010). Director, Office of Clinical/Field-Based Instruction, Licensure, and Outreach. Responsibilities included: working with school district personnel, departments in the COE, and interns to place teacher interns in classrooms in school districts in Mississippi; serving as coordinator and developer of electronic standards-based portfolio (Watermark/Taskstream) for teacher intern assessment on the Starkville and Meridian campuses; training university supervisors and classroom mentor teachers; working with licensure at MSU and with the Mississippi Department of Education; attending Commission on Teacher and Administrator Education, Certification, Licensure, and Development meetings at the Mississippi Department of Education; serving as advisor for the COE Ambassadors; and working with the Dean and Associate Deans. 2010-2011 - Worked with faculty and staff in the Dean's office to submit the NCATE Annual Performance Report; worked to submit NCATE faculty forms on the NCATE website for all faculty in the COE; worked to gather materials for the 2010 Process and Performance Review and the Blue Ribbon Report; and worked to update syllabi on the COE website. 2008-2009 - Served as Chair of the College of Education Redesign of Teacher Preparation for MSU; worked with Field Directors in Mississippi, IHL representatives, and MDE representatives to redesign the Teacher Intern Assessment Instrument (TIAI); worked with MDE Teacher Center to redesign First Year Teacher Survey; and worked with Starkville and West Point School Districts to train mentors for first year teachers.

1999-2007 Associate Professor (2005). Assistant Professor (1999-2005). College of Education, Department of Curriculum and Instruction, Mississippi State University. Member of the Graduate Faculty, Graduate Faculty Status Level One. Responsibilities included: teaching language arts methods courses; implementing electronic standards-based portfolio; advising students; directing dissertations; mentoring faculty; grant writing; attending Commission on Teacher and Administrator Education, Certification, Licensure, and Development meetings at the Mississippi Department of Education, 2003-2005; service to the University, state, and community. Additional responsibilities include Elementary Senior Methods Block Coordinator, 1999-2005; coordinating course and school site scheduling for faculty members, instructors, undergraduate teacher candidates, classroom teachers, principals, and central office personnel; planning and teaching weekly Planning, Managing, and Evaluating seminars; coordinating field experiences; developing and implementing electronic portfolios

(Watermark/TaskStream). Interim Director of the Office of Clinical/Field-Based Instruction, July 2003-January 2004, establishing database for field placements in the College of Education; implementing the standards-based portfolio; working with student teachers and classroom teachers; planning and implementing seminars; attending the Education Administrative Council meetings and meetings at the Mississippi Department of Education to assist with advising issues; worked to revise elementary program for advisees and advisors in elementary education. Elementary Coordinator, August 2005-2007. Responsibilities include: work with Department Head to plan monthly elementary faculty meetings, work on advising loads, working with scheduling.

- 1997-1999 Lecturer, College of Education, Department of Curriculum and Instruction, Mississippi State University. Responsibilities included: teaching language arts methods courses, math methods courses, social studies methods courses, and science methods courses; field placement; advising; and assisting the coordinator with scheduling.
- 1985-1997 Kindergarten and second grade teacher, Louisville Municipal Separate School District, Louisville, MS.
- 1984-1985 First grade teacher, Philadelphia Public School District, Philadelphia, MS.

PUBLICATIONS

- 2016 Boggan, M., Pope, M., Jayroe, T., & Wallin, P. Mentoring of T2T (Transition to Teaching) alternate route special education scholars in high-needs schools. *National Forum of Special Education Journal*, 27(1), p. 1-13.
- 2016 Boggan, M., Jayroe, T., & Alexander, B. Hitting the target with transition to teaching in Mississippi's poorest districts: High retention rates through program support, resources, and strategic recruiting. *Journal of the National Association for Alternative Certification*, 11(1), p. 1-9.
- 2012 McCarra, J.F., & Jayroe, T. Career and school counseling: An essential component for adolescent literacy development. *National Career Development Association Career Convergence Magazine*. Available for download at: http://associationdatabase.com/aws/NCDA/pt/sp/home_page
- 2012 Boggan, M., & Jayroe, T. Recruiting and retaining quality teachers in Mississippi through learning and education through alternative programs: LEAP. *Literacy Information and Computer Education Journal (LICEJ)*, 3(1), 568-575.
- 2012 Boggan, M., Jayroe, T., & Pope, M. *Teach Mississippi Institute (TMI): An effort to address the shortage of special-needs teachers in Mississippi at Mississippi State University*. A paper presented at the Society for Information Technology & Teacher Education International Conference (SITE) Proceedings. Austin, Texas. Refereed.

- 2011 Boggan, M., & Jayroe, T. (2011). *LEAP! Learning and educating through alternate programs: Blending online classes, face-to-face classes and scholarship funds in an effort to recruit more teachers in the state of Mississippi*. International Conference on Research, Education, & Innovation Proceedings. Madrid, Spain. Refereed.
- 2010 Mulkana, A., Hopper, P., & Jayroe, T. School success for at-risk students. *Schooling*, 1(1), 1-4.
- 2009 Boggan, M., Jayroe, T. B., & Blackburn, R. Effects of resiliency training in a rural Mississippi school. *National Forum of Educational Administration and Supervision Journal*, 27(1), 18-39.
- 2009 Jayroe, T., Pope, M., McCarra, J., & Hamil, B. Enhancing science knowledge using literature-based centers. *The Electronic Journal of Literacy Through Science*, 8(1), 1-17. Available for download at: <http://ejlts.ucdavis.edu/article/2009/8/1/enhancing-science-knowledge-using-literature-based-centers>
- 2008 Pope, M., Jayroe, T., & Franz, D. Teacher candidates: Use of interactive math centers. *Journal of Rural Education Policy and Practice*, 1, 1-5.
- 2008 Pope, M., Jayroe, T., Franz, D., & Hamil, B. Teacher candidates and technology: Making integration happen. *National Forum of Applied Educational Research Journal*, 21(3), 1-9.
- 2008 Boggan, M., Jayroe, T., & Harper, S. Integrating electronic portfolios into an educational leadership curriculum using TaskStream software. *Southeastern Teacher Education Journal*, 1(1), 49-53.
- 2008 Hopper, P., Jayroe, T., & Franz, D. Understanding the connection between metacognition, metalinguistic awareness, and learning: A brief overview for teachers. *Southeastern Teacher Education Journal*, 1(1), 7-13.
- 2008 Jayroe, T. A study of the legislation, program regulations, and regional service centers in relation to the assistant teacher program in Mississippi. *Journal of Rural Education Policy and Practice*, 1(2), 1-20.
- 2008 Jayroe, T., & Pope, M. Impact on learning in Mississippi: Leading educational advancements and developing strategies for success (LEADS). *PDS Partners*, 4(2), 4.
- 2007 Jayroe, T. B., Brenner, D., & Pope, M. *Program report for the preparation of elementary school teachers*. Association of Childhood Education International (ACEI). National Council for Accreditation of Teacher Education (NCATE) Available for download at: <http://ncate.org/institutions/programReportSamples.asp?ch=37>
- 2007 Jayroe, T. B., McCarra, J.F., Pope, M., & Hopper, P.F. Engaging enthusiastic readers and writers in middle school. *South Carolina Middle School Journal*. Available for download at: http://www.scmsa.org/files/Journal/2007-2008/jayroe_final-w07.pdf.

- 2006 Jayroe, T. B., & Brown, K.S. Language arts learning centers: Assisting teachers on the Mississippi gulf coast. *The Mississippi Reading Journal*, 6(2), 15-16.
- 2005 Jayroe, T. B., & Brenner, D. Family members as partners in an after-school and summer literacy program. *Reading Horizons*, 45(4), 235-253.
- 2004 Jayroe, T. B., & Brenner, D. Working with family members as partners. Harvard Family Research Project. Family Involvement Network of Educators.
- 2003 Jayroe, T. B., & McCarra J. Issues surrounding job satisfaction and teacher retention. *Journal for Effective Schools*, 2 (1), 63-72.
- 2003 Brenner, D., Jayroe, T. B., et al. Building on the strengths of families: The promising readers program. *Language Arts*, 80 (4), 275-283.
- 2002 Jayroe, T. B., & Brenner, D. Purchasing power: One school district's decisions to purchase three reading programs. *Reading Horizons*, 42 (4), 307-325.
- 2002 Brenner, D., Jayroe, T. B., et al. Research digest: Working with families in the rural south: Findings from the REA-funded Promising Readers Program, Harvard Family Research Project. 2003. Available for download at:
<http://gseweb.harvard.edu/hfrp/projects/fine/resources/digest/working.html>
- 2002 Brenner, D., & Jayroe, T. Promising readers tutorial program. Mississippi Educational Involvement Organization. Available for download at:
<http://education.ssc.nasa.gov/msei/default.asp>

Teresa A. Poole, PhD

307 Romar Place Hattiesburg, Mississippi 39402

Phone: 601-579-4887

Objective

Seeking a challenging administrative position with increased leadership opportunities that incorporate communication and leadership skills, as well as excellent teaching and training opportunities.

Experience

William Carey University, <i>Dean, School of Education</i>	2021-
<i>Associate Dean</i>	2021
<i>Chair, Curriculum and Instruction</i>	2018-2021

- Supervises School of Education programs
- Serve as assistant professor for undergraduate and graduate courses
- Supervise all operations to include the following: accreditation, MDE annual process review, faculty evaluations, scheduling, student advisement, student and faculty recruitment, data analysis, budget development, and community partnerships.

Hattiesburg Public Schools, *Associate Superintendent* 2015-2018

- Assist the superintendent by supervising K-12 curriculum and instruction and coordinating professional development.
- Supervise all school operations to include the following: student achievement, staff evaluations, parental involvement, strategic planning, principal performance, data analysis, budget development, leadership training, and community partnerships.

Hattiesburg Public Schools, *Interim Superintendent* **2015**

- Supervised district operations including instructional, business, and human resources.

Hattiesburg Public Schools, *Executive Director of Schools* **2006-2015**

- Supported the District Superintendent by overseeing the operational performance at the schools and ensure school operations are in compliance with Federal, State, and local board policies.
- Evaluated principals using the Mississippi Principal Evaluation System (MPES)
- Supervised student behavioral interventions (functional behavioral assessments, GED programs, Forrest County Youth Detention Center, and Alternative Center).
- Supervised the District Parental and Community Involvement Program. District recognized for community partnerships MAPE Governor's Awards.

Tupelo Public Schools- Lawndale Elementary School Principal **2003-2006**

- Instructional leader of a “high performing” school of 630 students with 46 licensed faculty members.
- Named Mississippi Administrator of the Year (Alternate).

Tupelo Public Schools- Tupelo High School Assistant Principal **1996-2003**

- Assisted principal in leading a “level 5” high school of 2000 students and 150 licensed staff. Supervised Special Education, Science, Journalism, and Fine Arts Departments.
- Southern Association of Colleges and Schools (SACS co-chairman)
- Nominated Assistant Principal of the Year (National Association of School Principals)

Jackson Public Schools-Callaway High School Biology Teacher **1993-1996**

- Served as Cheerleader Coach, Student Advisor, SADD sponsor, District Science Fair Judge and School Level Teacher Support Team member.
- Participant and Co-Editor in Mississippi Sea Grant Program of National Science Foundation Publication
- Nominated for Who’s Who Among American Teachers

Education

University of Mississippi, Oxford, Mississippi **2008**

Doctor of Philosophy in Educational Leadership (GPA 4.0)

University of Mississippi Educational Oxford, Mississippi **2001**

Specialist Degree in Educational Leadership (GPA 4.0)

Jackson State University, Jackson, Mississippi **1995**

Master’s of Science in Teaching (GPA 3.8)

Jackson State University, Jackson, Mississippi **1993**

Bachelor of Science, Science Education (GPA 3.2)

Professional Affiliation/Memberships

- Delta Kappa Gamma Society International
- Mississippi Association of Colleges for Teacher Education
- Mississippi Department of Education Accountability Task Force
- Mississippi School Board Association Prospective Superintendent Leadership Academy
- National Institute for School Leaders Certified Trainer (NISL)
- Harvard Institute for School Leadership

- National Secondary Schools Principals Member (NASSP)
- Association of Supervision Curriculum and Development Member (ASCD)
- Millsaps Principal Institute
- MDE Robert Byrd Scholarship and State Superintendent Advisory Council member
- Member of Kappa Delta Pi International
- Officer in Phi Delta Kappa Honor Society in Education (Pine belt Chapter)

Community Involvement

- Salvation Army Advisory Board-Hattiesburg
- United Way Advisory Board -Hattiesburg
- Girls and Boys Club Advisory Chair -Hattiesburg
- Education Team Leader of the Tupelo Affordable Housing Committee (Appointed by Mayor)
- Member of the North Mississippi Medical Center Women and Children Advisory Committee
- Graduate of the Community Leadership Institute (Tupelo/Lee County)
- Ladies Civitan and Rotary of Tupelo (featured speaker)
- Member of Delta Sigma Theta Incorporated (Service Organization)

SHELLY SIMMONS, Ph.D

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EXPERIENCED EDUCATOR

...dedicated to guiding students to succeed while inspiring an insatiable passion for learning and reading

Visionary Leader and Licensed Educator with a Doctoral Degree coupled with 17 years of experience instructing elementary education students, securing resources, and implementing effective programs.

SUMMARY OF QUALIFICATIONS

- An **enthusiastic, creative, and passionate educator**, mentor and advisor who believes that everyone can learn and thrive in a learning environment that is stimulating, comforting and appropriate to their unique talents and abilities.
- **Instructional Leadership** - Use a balanced blend of motivational and targeted instruction methodologies to enhance curricula, focus on the three 'R's - rigor, relevancy and relationships.
- **Engage Parents** – Work closely with parents throughout career, repeated successes securing a high level of parental involvement.
- **Leverage Resources / Strategic Collaborations** – Work closely with district leaders and community partners to encourage parental involvement and strong community alliances.
- Utilize a **visionary approach with consistency** to help students past the threshold of *not-knowing* to *knowing* and develop to their fullest extent.

HIGHLIGHTED PROFESSIONAL EXPERIENCE

RIVER OAKS ELEMENTARY SCHOOL, Gulfport, MS

July 2014 - present

Elementary School Principal

- Facilitate the opening of a brand-new state of the art K-6 elementary school.
- Supervise teaching and learning of approximately 700 students in grades K through 6.
- Recruit and recommends highly qualified teachers who are certified in elementary education.
- Serve as instructional leader by modeling high expectations for students and staff.
- Utilize multiple assessments in compliance with district and state requirements to inform instruction.
- Lead, supervise, and evaluate instructional programs.
- Chair Individualized Education Program (IEP) meetings.
- Select and evaluate building personnel in all areas of their responsibility.
- Develop and enforce procedures for classroom management in accordance with district and state policies.
- Supervise building maintenance and bus transportation.
- Develop and oversee the allocation of funds for the school to benefit student achievement.
- Coordinates, facilitates, and conducts professional development for certified and non-certified personnel.
- Communicate school mission to students, parents, community, and staff.
- Maintain and execute policies of the state and district boards of education.
- Delegates appropriate functions and responsibilities to department heads and administrative assistants.
- Supervise the assignment of substitute teachers from the approved substitute list and evaluate their performance.
- Ensure parental and community involvement in school improvement.
- Attend and conduct professional development for school administrators.
- Partner with local university to train and provide field experience for teacher candidates.
- Represent the Harrison County School District at local conferences and workshops.
- Monitor implementation of school's programs (e.g. Fast ForWord, STAR Reading and Math, Academy of Math, Accelerated Reading, Voyager, ODYSSEY, iReady)
- Plan and deliver professional development.
- Oversee faculty and grade-level/department meetings.

WILLIAM CAREY UNIVERSITY, Hattiesburg, MS

August 2015 - present

Adjunct Instructor

- Facilitates class instruction and evaluates student performance online for graduate students in the educational leadership and admin program.
- Develops and manages syllabus and course requirements/materials in CANVAS.
- Coordinates course work with academic objectives and higher-level learning
- Manages grade determination
- Establishes positive relationships and mentorship with students

ORANGE GROVE ELEMENTARY SCHOOL, Gulfport, MS

August 2007 - July 2014

Elementary School Principal

- Facilitate learning of 500 students in grades 4 through 6.
- Recruit and recommends highly qualified teachers who are certified in elementary education.
- Serve as instructional leader by modeling high expectations for students and staff.
- Utilize multiple assessments in compliance with district and state requirements to inform instruction.
- Lead, supervise, and evaluate instructional programs.
- Chair Individualized Education Program (IEP) meetings.
- Chair Teacher Support Team (TST).
- Select and evaluate building personnel in all areas of their responsibility.
- Develop and enforce procedures for classroom management in accordance with district and state policies.
- Supervise building maintenance and bus transportation.
- Develop and oversee the allocation of funds for the school to benefit student achievement.
- Coordinates, facilitates, and conducts professional development for certified and non-certified personnel.
- Communicate school mission to students, parents, community, and staff.
- Maintain and execute policies of the state and district boards of education.
- Delegates appropriate functions and responsibilities to department heads and administrative assistants.
- Supervise the assignment of substitute teachers from the approved substitute list and evaluate their performance
- Ensure parental and community involvement in school improvement.
- Attend and conduct professional development for school administrators.
- Partner with local university to train and provide field experience for teacher candidates.
- Represent the Harrison County School District at local conferences and workshops.
- Monitor implementation of school's programs (e.g. Fast ForWord, STAR Reading and Math, Academy of Math, Accelerated Reading, Voyager, ODYSSEY)
- Plan and deliver professional development.
- Oversee faculty and grade-level/department meetings.

Highlighted Achievements

- Contributed to a significant increase in student performances on standardized testing.
- Increased parental involvement by consulting with parents regularly.
- Mentored and coached students to help boost their confidence and competencies, as evident by scores and completion of work.
- Written for an international journal
- Commencement address speaker
- Published dissertation: *Teacher preparedness for teaching and assessing depth of knowledge*, July 2012
- 2020 Member of the State Superintendent's Inaugural Advisory Council

HARRISON COUNTY SCHOOL DISTRICT, Gulfport, MS

August 2013 - July 2014

Alternative Education Principal at Orange Grove Elementary School

- Facilitate learning of the students within our school district in need of individual assistance with appropriate behavioral and social development.
- Supervise instructional practices to ensure that appropriate accommodations are made according to each Individualized Instruction Plan (IIP).
- Recruit and recommend highly-qualified teachers who are certified in the area of Special Education as well as noncertified staff members.
- Supervise bus transportation.
- Develop and enforce behavior modification policies and procedures.

HARRISON COUNTY SCHOOL DISTRICT, Gulfport, MS

May 2005 - July 2014

Special Education Extended School Year (ESY) Administrator

- Facilitate learning of the school districts' Special Education Students each summer.
- Supervise instructional practices to ensure that appropriate accommodations are made according to each IEP.
- Recruit and recommend highly-qualified teachers who are certified in the area of Special Education as well as noncertified staff members.
- Supervise bus transportation.
- Develop and enforce ESY policies and procedures.

ORANGE GROVE ELEMENTARY SCHOOL, Gulfport, MS

August 2005 – June 2007

Elementary School Assistant Principal

- Supervise online grading and documentation.
- Oversee and supervise building maintenance.
- Assisted in supervising instructional practices.
- Assisted in developing the school's master and student schedules.
- Assisted with district level test coordination.
- Served as chair for the Harrison County School District's Teacher and Student Handbook Committee.
- Enforce district and state policies and procedures for effective student discipline and character education.
- Ensure parental and community awareness and involvement in school improvement.
- Model various classroom management techniques for maintaining student attention, involvement, and discipline.
- Partnered with parents in students' success; provided feedback on students' progress and to discuss areas needing improvement and additional work.
- Conduct professional development on assigned topics (i.e. classroom management and best instructional practices)
- Assisted district in designing and implementing of pacing guides and item specifications.

ORANGE GROVE ELEMENTARY SCHOOL, Gulfport, MS

August 1999 – May 2005

Classroom Teacher (Reading, Language, Math, Science, and Social Studies)

- Integrated instruction based upon the needs of students; prepared daily lesson plans and student assignments; developed and administered tests; provided feedback on learning achievements and needs for improvement.
- Served as grade level chair.
- Implemented state and district level curriculum.
- Utilized technology to enhance instruction, infusing the use of the latest technology into lessons including the Internet, creating websites, designing PowerPoint presentations.
- Ensured compliance with school rules, regulations, and policies prescribed by the district and state board of education.
- Implemented various classroom management techniques for maintaining student attention, involvement, and discipline.
- Partnered with parents in students' success; provided feedback on students' progress and to discuss areas needing improving and additional work.
- Served as tutor for an after-school program.
- Served on the district level calendar committee.
- Appointed as mentor for new teachers.

EDUCATION

Ph. D., Educational Leadership and Research, The University of Southern Mississippi, Long Beach, MS – 2011
Ed. S., Educational Leadership, The University of Southern Mississippi, Long Beach, MS - 2005 **M.Ed., Elementary Education**, William Carey University, Gulfport, MS- 2002
B.S., Elementary Education, The University of Southern Mississippi, Hattiesburg, MS – 1995

ENDORSEMENTS

ELE EDUC (4-6)
KINDERGARTEN-4 (K-4)
READING K-12
CAREER LEVEL ADMINISTRATOR
MILD/MOD DISABILITIES (K-12)

Honors/Professional Organizations

The National Scholars Honor Society	<i>Magna Cum Laude.Org</i>
Phi Delta Kappan	<i>PDK</i>
Association for Supervision and Curriculum	<i>ASCD</i>

Skills

- Superior verbal and written communication skills.
- Problem solver with strong conflict resolution and critical thinking skills.
- Able to utilize creative thinking to address problems.
- Strong analytical reasoning ability.
- Strong leadership ability.
- Ability to maintain confidentiality.
- Skilled in effectively conducting research on numerous databases.
- Highly organized individual.
- Proficient in using Microsoft Office, including Word, PowerPoint, Excel, and Publisher.
- Thrives in a team environment and possesses strong interpersonal skills needed for collaboration.
- A self-motivated learner who is culturally aware.
- Dependable – can work without supervision.
- Quickly learn procedures and methods.
- Strong knowledge of educational laws, policies, and procedures.
- Possesses strong attention-to-detail.
- Strong mathematical skills; able to analyze and efficiently interpret data.
- Skilled in creating and delivering engaging presentations.
- Able to handle a high volume workload in a fast paced environment.
- Proficient in technology (Apple iOS & Mac Apps, Windows XP, PD 360/Education, Social Media, INOW, MSIS, SMART Technologies, My Access, Fast Forward, My Reading Coach, Imagine Learning, Renaissance Learning (AR, STAR), NWEA, Voyager, Achievement Series, SPMS, SPSS)

Professional Websites: www.harrison.k12.ms.us “River Oaks Elementary School”; LinkedIn