

OBJECTIVE: To obtain a district leadership position that utilizes my educational and management expertise.

EDUCATION:

University of Phoenix ; Phoenix, MA Doctor of Education in Urban Education Leadership Doctoral Journey Scholarship Recipient	Currently Enrolled
Harvard University ; Cambridge, MA Master of Liberal Arts in Creative Writing & Literature	November 2013
Boston University ; Boston, MA Boston University Dual Degree Program Bachelor of Arts in English, Cum Laude Bachelor of Science in English Education, Cum Laude Minor in Business Administration	May 2001

CERTIFICATIONS:

Academic Teacher: English (5-8)	MA License # 373389
Academic Teacher: English (8-12)	
Academic Teacher: English as a Second Language (5-12)	
Academic: Administrator, Superintendent/Assistant Superintendent (All Levels)	

EXPERIENCE:

Office of English Language Learners, Boston Public Schools, MA
Assistant Superintendent
Executive Director of Instruction
English Learner Instructional Specialist

July 2017-Present
 February 2017-July 2017
 November 2016-February 2016

- Partnering with Department of Justice/Office of Civil Rights (DOJ/OCR), Multicultural Education Training & Advocacy (META), and ELL Task Force to ensure equitable instruction for ELs
- Planning strategically for the roll-out of new and innovative language programming throughout the district
- Writing, reviewing, and/or revising over 100 reports to the Department of Justice for timely submission
- Increasing compliance for ESL services and Title I spending through systematic monitoring and follow-up
- Securing increased funds for translation and interpretation services through detailed analysis and advocacy
- Advising the development of ESL Curriculum in collaboration with Council of Great City Schools
- Managing \$12 million consisting of general funds, Title III grants, Title I funds, and FLNE
- Supervising 50 plus employees within the 6 diverse teams that make up the Office of English Learners
- Engaging families through website resources, advisory councils, events, and informational sessions
- Leading district-wide and school-based professional learning opportunities (e.g. Culturally and Linguistically Sustaining Practices, Immigration Rights, and English Language Development Principles)
- Intersecting 3 Cs & I and Universal Design for Learning to target English Learners with Disabilities
- Spearheading the implementation of English 3D curriculum for Long Term English Learners
- Implementing a National Professional Development Grant in collaboration with UC Davis
- Observing and providing specific English-language-learning feedback to teachers and school leaders
- Presenting at conferences and venues including but not limited to MATSOL, Massachusetts Association of Bilingual Educators, Council of Great City Schools, Bilingual Immigrant Refugee Educators, National Children's Museum Conference, BU/Wheelock Emergent Bilingual Learners with Disabilities Series, UCLA Mapping Reimagining Migration, Boston City Council, and Boston School Committee

Madison Park Technical Vocational High School, Roxbury, MA
Assessment and Accountability Coordinator

July 2016-November 2016

- Co-created a new interim assessment system customized for Madison Park and targeted towards MCAS
- Organized and proctored school-wide testing for AList interim assessments, PSAT, and MCAS
- Lead whole staff, interactive professional developments on Data Inquiry and Assessment Analysis
- Coordinated and supervised all afterschool professional development as required by the turnaround plan
- Planned and facilitated the Instructional Leadership Team to execute a whole school improvement plan
- Steered biweekly Data Inquiry Meetings with each of our content-specific Small Learning Communities
- Completed responsibilities assigned to school administrators including but not limited to student scheduling, hall/lunch/arrival/dismissal duties, classroom walkthroughs, and observation and feedback

Madison Park Technical Vocational High School, Roxbury, MA
ELA & ESL Teacher, Grade 10

September 2015-June 2016

ELA Teacher, Grade 10 & 11

September 2006-June 2012

Creative Writing Teacher, Grade 12

Faculty Senate Chairperson; Instructional Leadership Team Member

- Wrote and implemented rigorous lessons that aligned with Core Curriculum and MCAS
- Advanced MCAS to 95%+ passing rate for 6 consecutive years and 100% passing rate in spring 2016
- Progressed 76% of students towards advanced proficiency level achievement on the ELA MCAS 2016
- Began groundwork for school accreditation by the New England Association of Schools & Colleges
- Facilitated involvement of families from diverse cultural and socioeconomic background
- Revised the AMSCO School Publication: MCAS ELA Grade 7
- Instituted a playwriting class in collaboration with Citi Performing Arts Center and EdVestors
- Steered the faculty in collaborating with administration to establish new policies and procedures
- Exceeded 1,000 documented verbal communications with families (i.e. phone calls and meetings)

Edwards Middle School, Charlestown, MA
ELA Inclusion & ELA/ESL Hybrid, Grade 7
Elected School Site Council Representative

September 2012-June 2015

ELA Teacher, Grade 6, 7, and 8

September 2001-June 2006

Instructional Leadership Team Member

7th Grade Team Leader

- Wrote and implemented lesson plans that aligned with Core Curriculum and PARCC
- Instructed EL students as well as students with IEPs in a single all-inclusive environment
- Achieved exemplary growth and outpacing district averages on interim and predictive testing
- Attained the largest growth rate of any Edwards teacher on PARCC testing in spring of 2015
- Achieved a 93% passing rate on ELA MCAS for all 7th graders in the inclusive setting
- Reviewed and evaluated school improvement plans, extra programs, special events and school budgets
- Applied Collaborative Coaching and Learning in conjunction with Readers and Writers Workshop
- Created and headed an after-school Book Club and Literary Magazine
- Integrated programs such as Book Pals, Dramatic Developments & ArtsLit (i.e. The ArtsLiteracy Project)

MEMBERSHIP:

- MATSOL Board of Directors, Vice President
- MCAS Bias and Sensitivity Committee, Panel Member
- MCAS Standard Setting Committee, Panel Member
- Council of Great City Schools, Member of Strategic Support Team