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## **EDUCATION**

**May 2016** *Nova Southeastern University* **Ft. Lauderdale, FL**

- Doctorate in Organizational Leadership
- Minor in Human Resources

**May 1999** *Nova Southeastern University* **Ft. Lauderdale, FL**

- Master of Science Educational Leadership

**April 1985** *Bethune-Cookman College* **Daytona Beach, FL**

- Bachelor of Arts in English
- Minor in Education

## **EXPERIENCE:**

<b>2021 – Present</b>	<b>Director of Extended Learning Services - SDIRC</b>	<b>Vero Beach, FL</b>
<b>2017- 2021</b>	<b>Coordinator of Equity, Family &amp; Community Engagement- SDIRC</b>	<b>Vero Beach, FL</b>
<b>2012 – 2017</b>	<b>Director of Secondary Education – School District of Indian River</b>	<b>Vero Beach, FL</b>
<b>2010-2012</b>	<b>Director of Human Resources &amp; Professional Development</b>	<b>Vero Beach, FL</b>
<b>2005-2010</b>	<b>Principal – Oslo Middle School</b>	<b>Vero Beach, FL</b>
<b>2003-2005</b>	<b>Principal – Highlands Elementary School (Indian River Academy)</b>	<b>Vero Beach, FL</b>
<b>2001-2003</b>	<b>Principal – Alternative Center for Education</b>	<b>Vero Beach, FL</b>
<b>1999-2001</b>	<b>ESE Resource Specialist</b>	<b>Vero Beach, FL</b>
<b>1998-2000</b>	<b>Instructor- Kellogg's Academic Program</b> <b>Indian River Community College</b>	<b>Ft. Pierce, FL</b>
<b>1997-1999</b>	<b>Night Administrator, GED &amp; High School Teacher for Adult Education</b>	<b>Vero Beach, FL</b>
<b>1986-1988</b>	<b>GED Instructor – Indian River Community College</b>	<b>Ft. Pierce, FL</b>
<b>1985-1995</b>	<b>Middle School Teacher - Gifford Middle 7 School</b>	<b>Vero Beach, FL</b>

**2017- Present**

**Coordinator of Equity and Instructional Support- SDIRC**

***Responsibilities and Accomplishments***

- Established protocol for my current position as Coordinator of Equity and Instructional Support for the district.
- Monitor the equitable access to higher level courses and overall school success for underrepresented students in the district.
- Assist with monitoring graduation requirements for underrepresented students with graduation coaches.
- Monthly meetings with Principals to discuss, monitor and recommend strategies, techniques and programs to ensure equity for all students.
- Meetings with Multi-Cultural school based coordinators to discuss strategies, review school data, and share best practices for minority students.
- Complete district Equity report for the state of Florida.
- Serve as a “broker” in identifying and making available expertise and support services to principals and teachers to help them increase student learning, success and achievement of district priorities.
- Liaison between district and the community.
- Cultivate and develop partnerships with organizations that render services to the district.
- Contact, negotiate and prepare contracts with identified vendors for district services pertaining to equity.
- Represent the district in a positive and professional manner.
- Provide lists of underrepresented students to schools to be placed in higher level courses, which resulted in higher enrollment in those courses for underrepresented students.
- Assist in implementing the districts goals and strategic commitments.
- Work collaboratively with other district departments to ensure promotion of equity.
- A recruitment facilitator for the school district.
- African American Achievement district liaison.
- Administered African American Achievement budget.
- Organized and Lead the first Equity conference for Indian River County.
- Lead the creation of a micro-credentialing for the district in Equity (with emphasis on Courageous Conversations).
- Created and Hosted the 1<sup>st</sup> Facebook Live Parent Academy for the School District.

**2012- 2017**

**Director of Secondary Education – School District of Indian River**

***Responsibilities and Accomplishments***

- Collaborate with schools, various district departments and the community to ensure opportunities for student success
- Oversee and coordinate activities of personnel assigned to me including district curriculum specialists.

- Conduct interviews for needed identified personnel within the Curriculum and Instruction department.
- Conduct evaluations for the staff assigned to my position.
- Conduct monthly meetings with Secondary Assistant Principals.
- Conduct quarterly meetings with the District Instructional Council.
- Co-conduct meetings with Guidance Counselors.
- Facilitate meetings with African American Achievement Committee.
- Conduct meetings with Multi-Cultural Coordinators.
- Attend required trainings in and out of the district.
- Began the implementation of Common Core Florida Standards in the district.
- Formulated a Grading Calculations Committee to review former district grading practices.
- Formulated Report Card Committee to review Report Cards and how the district reports grades to parents.
- Review all new legislation and update district Student Progression Plan.
- Resolve Conflicts and Concerns of secondary parents.
- Proctor state tests at the schools.
- Participated in school walk-throughs to determine school and district trends.
- Contact, negotiate and prepare contracts with identified vendors for district services within Curriculum and Instruction.
- Co-facilitate Professional Development for school level personnel.
- Developed operational manual for Curriculum and Instruction procedures and processes. (Field trips & Summer School)
- Assisted with development of School Board Policies and Procedures.
- Served as a research person to personnel concerning professional growth and development.
- Implemented PW Impact (Teengagement) and other curricula into district secondary schools.
- Implemented African America History Course at VBHS and SRHS.
- Served on the School Districts negotiation teams for Indian River County Education Association (IRCEA) and Communications Workers of America (CWA). (18 yrs.)
- Coordinated and worked with the Indian River County Sheriff's Department to implement Narcotics Overdose Prevention Education (N.O.P.E) presentations in the middle and high school to educate students on the harmful effects of narcotics.
- Regional Spelling Bee judge for 9 consecutive years.
- Chamber of Commerce Leadership Fellow.
- Successfully completed my Doctorate degree in Organizational Leadership with a Minor in Human Resources.

2010- 2012

**Director of Human Resources & Professional Development**

***Responsibilities and Accomplishments***

- Directed and coordinated the planning, implementation and evaluation of the districts Comprehensive Personnel Management System.
- Performed investigative interviews of district staff.

- Acted as a liaison and support for school administrators regarding union issues as well as parent issues.
- Conducted new teachers' orientations and substitute teacher trainings.
- Facilitated coordination of quality services between essential departments, employees and applicants.
- Worked with schools to address personnel and parent issues.
- Served on the School Districts negotiation teams for Indian River County Education Association (IRCEA) and Communications Workers of America (CWA). (18 yrs.)
- Trained support personnel and orientated them to district policies.
- Oversaw the development and maintenance of a Master Calendar for all Professional Development Activities and developed Master In-service Plan.
- Directed and coordinated the planning, implementation and evaluation of the Professional Development Program.
- Facilitated districts Administrative Pool.
- Successfully allocated department budget.
- Conducted interviews and hired appropriate staff.
- Became a Certified Investigator.
- Assisted with the implementation of the New Teacher Evaluation Process by coordinating trainings through Learning Sciences.
- Introduced PD 360 to the district and suggested the connection between PM2 Teacher Data Storage and PD 360 Teacher Improvement Modules.
- Facilitated and implemented the digital testing of administrators on the Marzano evaluation for reliability among all administrators on the elements of the placemat.
- Became a certified Marzano trainer by completing learning modules created by Dr. Marzano and Learning Sciences.
- Certified Clinical Education Trainer.
- Obtained numerous certificates in various training modules.
- Successfully changed the department name from Staff Development to Professional Development to be aligned with the rest of the state of Florida.
- Oversaw the Teacher of the Year (TOY) and Employee of the Year (EOY) district celebrations.

2001- 2010

**Principal Positions:**  
**Alternative Center for Education (ACE),**  
**Highlands Elementary (Indian River Academy)**  
**Oslo Middle School**

***Responsibilities and Accomplishments***

- Managed and administered the development, implementation and assessment of instructional programs at the school site.
- Directed and oversaw the development of the schools' master schedules and assignments of teachers according to student needs and teacher certifications.
- Evaluated all assigned school personnel.
- Communicated with parents and community members on various issues.
- Conducted monthly faculty, school advisory councils (SAC), and department meetings.

- Created opportunities to celebrate student success.
- Insured that all students were recognized for an accomplishment during the school year.
- Successfully implemented PBIS with a token system for students.
- Implemented a mentoring program at each school where school staff mentored five (5) students per year.
- Participated on district committees.
- Took an elementary and middle school from “C” to “A” grade the first year being Principal and maintained the “A” grade throughout tenure at each school.
- 2004 School Administrator of the Year finalist awarded by Florida African American Education Alliance.
- 2007 Principal Achievement Award for Outstanding Leadership and Principal of the Year for the district.
- Introduced Big Brothers Big Sisters as school mentors to the district. ***This organization is still active in our schools to date.***
- Reinstated the uniforms at Alternative Center for Education (ACE).
- Was the first Principal at Alternative Center for Education (ACE) to have the title of Principal (the position was formerly a coordinator.)
- Successfully removed locker usage at Oslo Middle School (it was a source of student bullying and contributed to lost instructional time)
- Successfully encouraged all Exceptional Student Education (ESE) teachers to obtain certification in a subject area well before the state of Florida required it.
- Wrote and received a grant to partner with Florida Power and Light (FPL) to place a solar panel on the campus of Oslo Middle School to harness solar energy.
- Three (3) Assistant Principals which I supervised are currently active Principals in the district.
- Maintained a balanced budget each year at schools I served as Principal.
- Became a Certified Ruby Payne trainer for the district.

### **CERTIFICATIONS:**

- Florida Department of Education Certificate in the areas of:
  - Education Leadership: All Levels
  - School Principal: All Levels
  - English: Grades 6-12
- Endorsements:
  - Gifted
  - Middle Grades
  - English for Speakers of Other Languages (ESOL)
  - Reading
  - Civics

**COMMITTEES:**

- Advisory Board Member of the Big Brothers Big Sisters
- Former Member of IRC Insurance Committee and District Budget Committee
- Gifford Youth Achievement Center Board of Directors -Vice Chairman\ Chairman
- Board Member for D5 Alive
- Who Got Game, Inc.
- CSAC Advisory Grant Sub-committee

**PROFESSIONAL & COMMUNITY ACTIVITIES**

- 2007 Grand Marshal in Dr. Martin Luther King Jr. Parade
- Speaker at Graduation Ceremonies for feeder elementary schools
- Graduation Speaker for KAPS Upward Bound
- School District of Indian River County Negotiator
- School District of Indian River County Trainer
- Indian River State College Panel Speaker
- Coordinator for Precious Pearls Charm Step Team
- Member of Phi Delta Kappa, International
- Member of National Association of Secondary School Administrators
- Member of National Association for the Advancement of Colored People (NAACP)
- Member of Alpha Kappa Alpha Sorority, Incorporated
- Member of the Association of Supervision and Curriculum Development
- Participant in the County Relay for Life (Cancer Awareness)
- Former Indian River Regional Science and Engineering Fair Board Member
- Guest Reader for At-Risk students at area summer programs
- Fundraising for Oprah's Angel Network, Earth Day Celebration. D.A.R.E., (Drug Abuse Resistance Education)
- Ruby Payne Certified Trainer
- Appointed as a Representative for Florida High School Amateur Association (FHSAA) Assembly
- FYI Coordinator for Indian River County
- Certified Marzano Trainer
- Former Member of IRC Insurance Committee and District Budget Committee
- Indian River State College Adjunct Faculty member
- Mt. Zion Missionary Baptist Church Trustee
- Institute for Coaching Excellence Certification
- Member of Phi Delta Kappa International

**AWARDS & HONORS**

- 2008 Alpha Phi Alpha Fraternity, Inc. Eta Kappa Lambda Chapter  
(Certificate of Dedication for Outstanding contribution the Citizens of the Treasure Coast)
- 2007 Middle School Principal of Achievement Award, Indian River County  
(In Recognition of Exemplary Principals for their contributions to their schools and communities)
- 2007 Leadership Indian River County  
(For Participating in the Chamber of Commerce Leadership Course; Nominated by Superintendent)
- 2007 Big Cheese Award of Achievement  
(For excellence in always putting children first, even if it meant having to move our cheese)
- 2005 Award of Excellence NAACP Freedom Fund  
(Positive Contributions to the School District of Indian River County)
- 2005 Award of Participation in Martin Luther King Jr. Parade  
(For outstanding dedication and commitment to the Gifford Community during the annual Martin Luther King Jr. Celebration)
- 2005 Superintendent's "All Aboard Team"  
(Gratitude for Positive Contributions to the School District of Indian River)
- 2004 School Administrator of the Year Finalist Award, Florida African American Education Alliance  
(In Recognition for Commitment to Education)

**REFERENCE**

Available upon request