

Belinda A. Talonia



EMPLOYMENT

I am currently assigned as an Assistant Principal at Mountain View High School in Orem, Utah. I have had this assignment for six years including one year as a Teacher on Administrative Assignment. Prior to finishing my Masters Degree in Educational Leadership I taught Spanish and English Language Development (ELD) for two years at Mountain View High School and 4 years prior to that at Dixon Middle School. I completed my Graduate Degree from Brigham Young University in April 2011. I currently hold a Level 2 Professional Educator License for the State of Utah. The Areas of Concentration on this License include the Administrative/Supervisory Area. My desire is to serve in a head principal position in Provo School District.

EDUCATION

- Brigham Young University 2009-2011
Graduate Degree: Educational Leadership
- Brigham Young University 2004-2006
Undergraduate: Spanish Secondary Education/TESOL Minor
- Utah Valley University 2003-2004
Associates: Associate in Science
- Brigham Young University 1994-1999
Non-Degree Pursuing
- Provo High School 1990-1994

PROFESSIONAL

Mountain View High
School, Alpine School
District

- Assistant Principal 2013-Present
Supervisors: David H. Smith (2016-2017); Taran Chun (2013-2016)
- TAA/ELD Teacher 2012-2013
Supervisor: Blaine Edman
- Spanish Teacher/ELD Teacher 2009-2012
Supervisor: Blaine Edman
- Spanish Teacher/ ELL Dept. Head 2006-2009
Supervisor: Taran Chu

Dixon Middle School,
Provo City School
District

LEADERSHIP
EXPERIENCE

Assistant Principal/TAA
2012-Current

Mountain View High
School

*“Servant
Leadership, to
Empower others
to reach their
Potential as they
Change their
World”*

*-Educational
Philosophy of
Belinda Talonia*

- **Supervise Teaching & Learning:**

Teacher observations and evaluations, PLC Instructional Leader, Supervise and Facilitate PLC Coordinators and Team Time, Coach Teachers in Instruction and Best Practices, Facilitate Professional Development, Facilitate Faculty Meetings, and Faculty Celebrations, Allow Risk Taking and Mistakes, Provide Opportunities to Reflect.

- **Cultivate and Model Positive School Culture:**

Facilitate and Revise Mission, Vision, Values, and Goals; Write Student Notes Home, Use Discipline as a Teaching Opportunity, Greet Students in the Morning, Connect with Teachers during lunch and passing time, Create and Nourish Meaningful Relationships, Cultivate Hope in Students and Staff, Focus on What We Can Control, Have High Expectations, Treat Teachers as Professionals, Treat Students, Teachers and Parents with Respect & Understanding.

- **Supervise and Facilitate School Wide Interventions:**

Special Education LEA, 504 LEA, Student Success Team Leader, Create Credit Remediation Opportunities: Digital Curriculum, Pyramid of Interventions, Lead and Facilitate Student Success Team.

- **Manage School Operations:**

Parking, Building Rental, Fundraising, Out of State Trips and Tours, Hire Classified Staff (504 aides, IVC Facilitators, Office Staff, etc), Safety Plan, Facilitate and Participate in Evacuation Drills, Oversee Technology, Testing (ACT, AP, SAGE), Supervise Classified Staff, Supervise Attendance Secretary and Attendance Policy, Participate in School Wide Accreditation, Graduation, Budgets and Finance for Departments, Field Trips, Website, School wide Facility Calendaring and Use.

- **Cultivate Positive Student Interactions:**

Supervise student Leadership organizations: Bruin Crew, Student Government, Latinos in Action, People of the Pacific; Student Celebrations, Supervision of Student Events, Supervise School Wide Clubs, Administrator Advisor for Senior Class, Empower Students in all Interactions.

- **Cultivate Positive Community Interactions:**

Member of PTA, Faculty Representative and Co-Chair of School Community Council, Interagency Meeting (Safety City Meeting), Multiple Fundraising Community Partners, Preparations for Parent Teacher Conferences, Supervise University Administrative Interns from BYU, U of U, SUU and WGU; Co-Facilitate all Official Social Media Platforms: Facebook and Twitter, @mvhsbruins; Instagram, @mvhs_bruins.

- **Participation in District Committees**

Co-Organize and hire for ESY (District Summer School), PLC Committee, Pyramid of Interventions Leadership Team and Committee Member, REACH District Trainer

- **Personal Improvement and Growth**

Continuously looking to improve by seeking feedback, opportunities to reflect, participate in conferences and professional learning, actively participate in educational chats on twitter, Always Ready to Learn and Grow!

PROFESSIONAL
SKILLS

- Bilingual in English and Spanish: Advanced Oral Proficiency
- USOE Rater Evaluation Certification
- Skyward and Power School Grading Portals
- Google Docs, Drive and Calendar
- Microsoft Word, Excel, and Powerpoint Suite
- Prezi Presentation Suite
- Flexible and Adaptable
- Ability to Work Under Pressure
- Self-Motivated
- Conflict Resolution

ASSOCIATIONS &
ORGANIZATIONS

- | | |
|---|--------------------|
| • National Association of Multicultural Education | Sept. 2016-Present |
| • Utah Association of Multicultural Education | Sept. 2016-Present |
| • Utah Association of Secondary School Principals | Sept. 2013-Present |
| • PTA Mt. View High School | Sept. 2010-Present |
| • Utah Education Association (UEA) | Aug. 2006-Present |
| • National Education Association (NEA) | Aug. 2006-Present |
| • Alpine Education Association (AEA) | Aug. 2009- 2013 |
| • Utah Foreign Language Association (UFLA) | Oct. 2010-2012 |

AWARDS

- | | |
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| • ASD High School Assistant Principal of the Month | March 2017 |
| • Spirit of Alpine | January 2017 |
| • ASD High School Assistant Principal of the Month | April 2016 |
| • Spirit of Alpine | January 2012 |
| • 2009 Outstanding Educator Award: Provo S.D. | March 2009 |
| • Crystal Apple Award: Dixon Middle School | 2007-2008 |

SCHOOL &
DISTRICT
COMMITTEES

- REACH District Trainer 2016-Present
- PLC Coordinator-School Team Member 2016-Present
- Co-Lead of ASD Extended School Year 2014-Present
- Mt. View High School Faculty Council 2011-Present
- Mt. View High School Community Council 2011-Present
- Mt. View High School Parent Teacher Association 2010-Present
- ASD Administrative Conference Committee Summer 2016
- Building Rentals Committee 2014-2015
- Pyramid of Interventions-District Team Member 2012-2016

LETTERS OF
RECOMMENDATION

- Gaye Gibbs
Elementary- Provo City School District
- Theron Murphy
Secondary School Supervisor-Alpine School District
- David H. Smith
Principal Mountain View High School-Alpine School District

PROFESSIONAL
REFERENCES

- Chad Blevins
Patron of Lakeview and Teacher at Mt. View High
- Dr. Taran Chun
Former Principal of Mountain View High School- Headmaster of
Kamehameha Schools
- Raimee Hunt
Administrative Secretary Dixon Middle School
- Laurice Pollister
Administrative Secretary Mt. View High School
- Fidel and Seyla Ramirez
Patrons of Lakeview Elementary
- Kyle Reyes
UVU Vice President of Student Affairs