

Elementary Administrator



EDUCATION

BACHELOR OF SCIENCE
Elementary Education
Brigham Young University
April 2009

MINOR IN TEACHING
ENGLISH TO SPEAKERS OF
OTHER LANGUAGES
Brigham Young University
April 2009

MASTER OF EDUCATION
Educational Leadership
Southern Utah University
April 2017

LICENSURE

Administrative/ Supervisory
(K-12)
State of Utah
June 2017

Elementary Education (1-8)
State of Utah
June 2017

PROFESSIONAL PROFILE

With my experience in both the classroom and in a leadership position, my focus has always been on doing what is best for student learning. I am committed to rigorous instruction developed as a result of highly effective professional learning communities. I bring knowledge regarding crucial frameworks such as PBIS, PLCs and MTSS that highly impact student achievement. I have led change within my school by building relationships and learning alongside those I serve.

LEADERSHIP EXPERIENCE

TITLE 1 COORDINATOR

Sunset View Elementary/August 2014-Present

As the Title 1 Coordinator I have been serving on the administrative team. In this position, I have provided leadership, management and coordination of the Title 1 program. I assisted in cultivating a positive school culture between students, staff and parents. I served as a mentor to several grade levels and provided administrative support within their PLCs.

- Coordinated Multi-Tier System of Supports to enhance student learning
- Hired, trained and supervised highly qualified paraprofessionals
- Evaluated paraprofessionals annually to provide feedback
- Formulated and implemented the Title 1 School-Wide Plan
- Implemented and sustained a Positive Behavioral Intervention and Supports framework
- Led professional development on the instructional process
- Served as an LEA for IEPs and 504 meetings
- Designed a school wide schedule to facilitate SPED, Title 1 and ELL services
- Prepared and maintained reports regarding student progress and achievement
- Collaborated with teachers and parents to enhance services to meet Title 1 goals
- Planned and implemented powerful community events
- Addressed teacher/parent/student concerns, student discipline and behavior
- Served on both the Academic and Behavior At Risk Team
- Social media content manager

ELL SUPERVISOR

Sunset View Elementary/August 2014-Present

As the ELL Supervisor, I was responsible for using our Title III funding to provide the resources necessary to help our students continue their development of the English language. I ensured students were receiving EL services in their Tier 1 classroom and additional pull out services. Through professional development, I was able to assist and support teachers to adapt their instruction for their EL students.

- Implemented Tier 2 programs to provide research-based instruction in small groups to our EL students
- Created a school wide schedule to facilitate ELL services
- Administered language assessments to identify and evaluate students' language abilities
- Collaborated with teachers to interpret WIDA Access Test Scores
- Directed and evaluated paraprofessionals to address the needs of ELL students
- Communicated with parents regarding ELL services and student progress
- Provided monthly professional development to assist and support teachers

Elementary Administrator

CORE COMPETENCIES

Instructional Coaching
Discipline Management
Data-Driven Instruction
Departmental Supervision
Financial management
Recruitment and Hiring
Collaboration Coaching
Professional Development

DISTRICT COMMITTEES

District Instructional Strategies
Committee
Provo City School District
2013-Present

Professional Development
Committee
Provo City School District
2017-Present

Applied Book Study
District Facilitator
Provo City School District
2016-2017

Community Council
Sunset View Elementary
2014-2016

Grade Level Common Assessment
Creation Committee
Provo City School District
2010-2012

AWARDS

Golden Apple
Sunset View Elementary
2011

Outstanding Educator of the Year
Provo School District
2016

LEADERSHIP EXPERIENCE

ADMINISTRATIVE INTERNSHIP with Dr. Taran Chun and Belinda Talonia
Mountain View High School/January-April 2017

- Collaborated with administration and the counselors to address attendance and truancy issues
- Worked with students to create a plan to recover credits and improve their attendance
- Organized hiring for their 2017 Summer School
- Supervised athletic events and after school activities

ADMINISTRATIVE INTERNSHIP with Chris Chilcoat
Sunset View Elementary/August-December 2016

- Mentored provisional teachers
- Coached teachers focusing on their own growth goals
- Created a professional development plan
- Implemented a school-wide Positive Behavior Intervention & Supports (PBIS)
- Managed student behavior issues
- Collaborated on the At Risk Behavior and Academic Team

TEACHING EXPERIENCE

1st, 4th and 6th GRADE TEACHER

Sunset View Elementary/August 2008-June 2014

I started at Sunset View as a BYU intern in 4th grade. After my internship, I was hired to continue teaching at Sunset View. I taught 6th grade for four years providing a safe and inviting classroom for all of my students. I had high expectations for each of my learners and through differentiation was able to academically challenge each student. Our classroom focused on loving the learning journey even when it may get hard. After teaching 6th grade, I decided to challenge myself and move to 1st grade. While teaching 1st grade, I effectively taught early literacy and language concepts laying a foundation for reading. I provided an engaging environment for students to explore and learn. In my classrooms I encouraged my students to grow our mindsets to learn they can achieve any task placed before them.

- Collaborated with a Professional Learning Community to design lessons aligned to the Utah Core curriculum
- Provided accommodations for students at risk and students receiving special education and English language services
- Planned extensions to challenge high achieving students
- Implemented data-driven instruction
- Used Big 8 strategies to engage all learners
- Created a safe classroom environment
- Served as a Professional Learning Community team leader
- Provided scaffolded support to reach high learning expectations
- Integrated STEM activities into content