IDEA Florida Board
Action Item B
April 23, 2021

Subject: Employment Agreement for Florida Professionals for the 2021-22 School Year

Proposed Board Action: For Approval

Executive Summary:

Julene Robinson, Executive Director of IDEA Tampa Bay, proposes Professional employment Agreements for the four individuals named below to serve as Principals.

Sala Sims- IDEA Hope Academy
Emily Carlisle- IDEA Hope College Preparatory
Latoya McGhee- IDEA Victory Academy
Dr. Kendrah Underwood- IDEA Victory College Preparatory

Each of these four exceptional leaders has extensive experience in K-12 education and has a proven track record in raising student achievement. Each of the four participated in IDEA's Principal-in-Residence Program, receiving up to two years of intensive and targeted training, coaching and guidance.

Supporting Documentation: Resumes for Sims, Carlisle, McGhee, Underwood

Presenter: Julene Robinson, Executive Director, IDEA Tampa Bay

Mrs. Sala Sims

773-990-9639 Tampa, FL salasims311@gmail.com

July 2019- Present **Principal-Rhodes Fellow IDEA Hope Academy**, IDEA Public Schools, Tampa, FL

- Drives enrollment: Coaches Assistant Principal of Operations to achieve 100% Projected enrollment by first day of school 2021.
- Hires and develops a high performing team: 100% of staff hired and onboarded by FDOS.
- Builds strong internal and external community partnerships aligned to interests of community served.
- Achieve final rating of Proficient or Advanced on 90% of Rhodes Fellowship deliverables for school launch.
- Drives student achievement by coaching Assistant Principal of Instruction to achieve driving goals by EOY.

Principal in Residence IDEA Tampa Bay, IDEA Public Schools, Weslaco, TX

- Engaged in weekly focused coaching cycles, observing and coaching teachers to increasingly advanced levels of instruction.
- Rated Advanced on School Leadership Levers: including areas such as: Organizing Time and Task; Data Driven Decision making; Unit Unpacking; and Coaching to Mastery.
- Effective instructional leadership at IDEA Weslaco Pike Academy resulted the exceeding of 3/3 academic functional goals in 4th Writing, Kindergarten Reading, and Accelerated Reading Honor Roll.

January 2019- June 2019 **Instructional Designer Consultant- School Leadership,** New Teacher Center, National

- Developed content for the School Leadership product line with a focus on: Face to Face presenter guides, decks, and participant guides; Online Leader learning content; and Program overviews and foundational documents.

April 2018- January 2019 **Specialist/Consultant,** Insight Education Group, National

- Conducted School Quality Reviews and stakeholder focus groups in service to the school improvement efforts of assigned schools.

August 2017- June 2018 **The Drexel Fund Founders Program Fellow**, The Drexel Fund, Tampa, Florida

- Developed STEM school model to address the STEM imperative at the PreK- 8th grade levels.
- Conducted preliminary market analysis of community areas with lower performing schools.
- Developed local relationships relating to fundraising and board development.

August 2015- July 2017 **School Improvement (SIG) Lead Faculty**, Atlantic Research Partners, O.W. Holmes Elementary, Chicago, Illinois

June 2014- August 2015 **School Improvement (SIG) Lead Transformation Partner,** Education Consultant, O.W Holmes,

- Coached Chicago Public School principal and K-8 teachers on school improvement processes and initiatives through School Improvement Grant (SIG).
- Effective school transformation support resulted in Holmes' School Quality Rating (SQR) moving from Level 2 in SY14 with Intensive Support to Level 2 with Provisional Support in SY15. Holmes was noted for Commendable progress by the Illinois State Board of Education in 2018.
- Developed and facilitated professional development focused on the presentation of instructional content, instructional strategies, common core, effective assessment cycles, and principal leadership competencies.
- Developed MTSS structure and implementation plan.
- Facilitated school-wide MTSS system and protocols.

August 2013- June 2014 **Education Consultant**

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Principal-in-Training Leadership Coach, Teach for America/CPS: Chicago Leadership Collaborative (CLC), Chicago, Illinois
Leadership Coach and Instructional Coach K-8, Knowledge Delivery Systems (KDS)/Chicago Public Schools (CPS), Chicago, Illinois
K-7 Professional Development Provider, Village Leadership Academy Elementary School, Chicago, Illinois

- Coached Principals- in-Training through the CPS- Chicago Leadership Collaborative.
- Coached CPS principal and K-8 teachers through KDS/CPS Office of Strategic School Support Services (OS4).

November 2012 – June 2013 **Founding Principal,** Catalyst Maria ES Charter, Chicago, Illinois
July 2011 - November 2012 **Chief Academic Officer,** The Catalyst Schools, Chicago, Illinois
January 2007- July 2011 **Founding Principal,** Catalyst Circle Rock Charter, Chicago, Illinois

Demonstrated knowledge of teaching and learning, with proven ability to drive significant improvement in academic achievement.

- Utilized experiences as both a National Board Certified Teacher and a Certified Illinois Master Teacher to set network-wide standards for teaching and learning.
- Observed classroom instructional practices, evaluated and provided written and verbal feedback to teachers on their pedagogical strengths and areas of growth.

Demonstrated leadership qualities, reflecting high skills in adult leadership, communication, listening, interpersonal skills, and commitment to on-going learning.

- Developed the leadership capacity of team members by providing opportunities for the creation and stewarding of new initiatives, project management, and mentoring.
- Successfully developed team member leadership capacity, as evidenced by four of my founding teachers from Catalyst Circle Rock becoming Principals (3) and Director of Instruction/New Leaders Emerging Leader (1).

Demonstrated ability to lead, manage and ensure the fidelity implementation of programs.

- Ensured that the primary programs used to measure The Catalyst Schools' teacher performance and increase student outcomes; TAP (Teacher Advancement Program), ANet (Achievement Network) and Erickson New Schools Project are implemented with rigor and high fidelity, and are utilized by school leadership to provide immediate intervention, formation, and professional development strategies.
- As a result of the high fidelity implementation of TAP, at the invitation of NIET (National Institute for Excellence in Teaching), provided professional development to district and school leaders throughout Tennessee on the TAP rubric prior to the implementation of the TEAM (Tennessee Educator Accelerator Model) initiative. (June 2011 – August 2011)

Held self and other adults accountable for ensuring high academic achievement for every student.

- Led mid-quarter network team and weekly school-level leadership team meetings, reviewed network dash-board, school-wide, classroom and student-level data to address academic and operational successes and concerns.
- Facilitated school's *Breakthrough School Improvement Planning* process, collaborated with staff to identify areas of strength and areas of needed growth.

Proven track record of achieving goals and results.

- Effective network-level leadership resulted in an average network increase of 6% in reading and 3% in math achievement on NWEA from Spring 2011 to Spring 2012.
- Effective school-level leadership in the implementation of NWEA resulted in Catalyst Circle Rock's averaging 1.4- 1.7 years of growth every year from 2007- 2011.
- Effective instructional leadership at Catalyst Circle Rock resulted in an increase in student reading and math achievement as measured by the ISAT from 57% in 2008 to 71% in 2011.
- Led the development and implementation of reliable and systematic protocols for reviewing assessment data and developing data driven instructional action plans.

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Demonstrated ability to manage large scale projects.

- Project leader for the academic component of newly authorized Catalyst-Maria K-12.
- Led the project management (including curriculum development, staffing, FFE purchasing) for the opening of Catalyst School Circle Rock.
- Recruited and hired 100% of Catalyst Circle Rock Staff.
- Collaborated with The Catalyst Schools' Network departments on budget development, operations, educational program development, and compliance to ensure the ongoing success of the schools.

2012 **Consultant- Harvard Post Residency Cohort,** Teach for America (TFA), Chicago, Illinois
2011 **Master Trainer- Tennessee Educator Accelerator Model (TEAM),** National Institute for Excellence in Teaching (NIET)

2006 **Design Team/Independent Contractor, Frazier Prep. Academy- Mosaica Education Inc.,** Ren 2010 Chicago Public Schools

2004-2005 **New Leaders for New Schools Resident Principal**, Anton Dvorak Math Science Technology Academy- Chicago Public Schools

2001-2004 **Appointed Teacher**, Helen McCorkle Elementary- Chicago Public Schools
1998-2001 **Appointed Teacher**, James Monroe Elementary- Chicago Public Schools
1997-1998 **FTP Teacher**, Chicago Public Schools- Farren, Beethoven, Seward Elementary Schools

EDUCATION

Dec 2021 **(Expected) Doctor of Philosophy, Education Leadership,** Concordia University
June 2005 **Certificate of Advanced Studies, Administration and Supervision**, National Louis University
June 2000 **Masters of Education, Teaching and Learning**, DePaul University
May 1997 **Masters of Urban Planning and Policy**, University of Illinois at Chicago
May 1994 **Bachelors of Science, Business Administration**, University of Illinois at Urbana/Champaign

CERTIFICATION
Florida Statement of Eligibility DOE# 1228650
Chicago Public Schools Principal Eligibility Status: Eligible
Illinois Professional Educator License w/Principal Endorsement, # 2183156
Certificate of Advanced Studies, Administration and Supervision, National Louis University
Online Faculty Teaching Certification- Graduate and Innovative Programs- Concordia University Chicago
National Board Generalist/ Early Childhood Teaching Certificate, # 01102966
Illinois Master Early Childhood Teaching Certificate, # 2187094
Illinois Elementary K-9 Teaching Certificate, # 1597904

EMILY CARLISLE

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WORK EXPERIENCE

July 2019-Present

IDEA PUBLIC SCHOOLS

Principal-in-Residence, IDEA Tampa Bay, July 2019-June 2020 **WESLACO, TX**

Founding Principal, IDEA Hope College Preparatory, July 2020-Present **TAMPA, FL**

- Engaged in weekly coaching cycle to increase teacher proficiency, and as a result, student learning
- Rated Advanced on School Leadership Levers, including areas such as: organizing time and tasks, leading staff development cycle, conducting classroom observations, tracking and managing data, building trust and team, and facilitating weekly tacticals
- Effective instructional leadership resulted in STAAR-tested science courses exceeding district goal of 90/60/30 on final unit exams (8th Science: 98/79/51 and 9th Biology: 100/98/89)
- Led Hope operations to to Lottery Ready status in February 2021

December 2014-June 2019 **HILLSBOROUGH COUNTY PUBLIC SCHOOLS** **TAMPA, FL**

Department Head, Social Studies

- Led monthly social studies departmental meetings and trainings for the 17-person department
- Interviewed prospective teachers and made hiring recommendations to Principal
- Appropriately allocated departmental budget
- Oriented and mentored five new social studies teachers during 2015-2016 school year
- Developed and coordinated the first and second annual King High School Advanced Placement Parent Night
- Mentored two first-year AP Human Geography teachers during 2014-2015 school year

July 2011-June 2019 **HILLSBOROUGH COUNTY PUBLIC SCHOOLS** **TAMPA, FL**

Social Studies Teacher

- Led 74% of my students in 2019 to pass the AP World History exam, surpassing the global average by 19%
- Led 71% of my students in 2017 to pass the AP World History exam; this pass rate surpassed the average AP Potential (calculated by the College Board) of my students by 29%
- Led 84% of my students in 2017 to pass the AP Human Geography exam, the highest overall performance of all 43 AP Human Geography teachers in the school district; this pass rate surpassed the global average by 35%
- Led 64% of my students to pass the 2012 AP Human Geography exam at Middleton High School, a Title 1 school, the second highest pass rate in the school district in 2012, my first year teaching the course
- Guided level 2 (below grade-level) FCAT/FSA (Florida Standards Assessment) readers to pass the AP Human Geography exam
- Consistently design original and engaging lessons differentiated for diverse student audiences
- Co-crafted curriculum for and led an AP Human Geography Summer Camp to hone the critical reading skills of incoming ninth graders at Middleton High School
- Sponsored Counting Threads and Fellowship of Christian Athletes clubs at King High School
- Initiated and co-facilitated a King HS book study on *Practice Perfect* by Doug Lemov
- Created and led King High School faculty trainings on the school district's data dashboard system and teacher evaluation rubric

August 2007-June 2009 **TEACH FOR AMERICA / MARVELL HIGH SCHOOL** **MARVELL, AR**

Social Studies Teacher

Served as a member of the highly selective national service corps committed to teaching in under-resourced communities and becoming life-long leaders to expand educational opportunities for all children

- Planned rigorous curriculum resulting in an average of 80% mastery on the ambitious end-of-course exam, a modified version of the NY State Regents exam
- Analyzed state standards and wrote World History, U.S. History and World Geography curriculum through district employment

2008-2009 **TEACH FOR AMERICA—MISSISSIPPI DELTA** **CLEVELAND, MS**

Social Studies Learning Team Leader

- Crafted and facilitated monthly professional development training for social studies teachers
- Designed and presented seminar curriculum for new social studies teachers
- Recruited potential Teach For America corps members through telephone information sessions

PRACTICUM EXPERIENCE

January-April 2011 **HILLSBOROUGH COUNTY PUBLIC SCHOOLS** **TAMPA, FL**

Empowering Effective Teachers Intern

- Worked with a seven-member team to implement a $100 million grant from the Bill and Melinda Gates Foundation to create policies and practices designed to attract, evaluate, support, reward and retain effective teachers
- Interviewed large school districts and evaluated empirical research to inform recommendations for the improvement of Hillsborough's teacher recruitment and selection processes

January-July 2010 **ALZHEIMER'S ASSOCIATION—ST. LOUIS CHAPTER** **ST. LOUIS, MO**

Community Outreach and Advocacy Intern

- Spearheaded creation of programmatic curriculum for Advocacy Forum reaching 10 Illinois counties
- Presented the Know the 10 Signs program in various public settings
- Solicited attendees, created forum discussion questions and facilitated dialogue for the Farmington, Missouri Providers Forum
- Coded and analyzed data from Alzheimer's Community Forums
- Wrote and received a $7500 grant for a brain health community education program from the Kemper Foundation

EDUCATION

August 2009-April 2011 **WASHINGTON UNIVERSITY IN ST. LOUIS** **ST. LOUIS, MO**

Master of Social Work
Concentration in Social and Economic Development
Cumulative GPA: 3.95

August 2004-May 2007 **UNIVERSITY OF FLORIDA** **GAINESVILLE, FL**

Bachelor of Arts in History
Cumulative GPA: 3.9
Phi Beta Kappa Honor Society

REFERENCES

Marissa Falcon
Senior Director of Leader Development, IDEA Public Schools
956.755.9288

Jose Aguilar
Principal at Weslaco Pike College Preparatory, IDEA Public Schools
956.332.6906

Arlene Castelli
Principal at C. Leon King High School, Hillsborough County Public Schools
813.744.8333

Dr. Nia Campbell
Principal at Osceola High School, School District of Osceola County, Florida
formerly, Assistant Principal for Curriculum at C. Leon King High School, Hillsborough County Public Schools
321.402.3770

Michael Mullis
Social Studies Teacher at C. Leon King High School, Hillsborough County Public Schools
813.454.4466

Latoya McGhee, M.Ed.

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OBJECTIVE

My objective is to obtain a position where I am able to provide instructional support to faculty, staff, and students to close the achievement gap and meet academic targets.

EDUCATION

Walden University, *Baltimore, MD (online)*
Master of Science in Curriculum, Instruction, and Assessment **Graduated:** June 2013

Nova Southeastern University, *Davie, FL*
Mathematics Education courses (18 credit hours) **Dates of Attendance:** December 2008-December 2009

University of Phoenix, *Jacksonville, FL (online)*
Bachelor of Science in Business Management **Graduated:** September 2008

GREATEST ACCOMPLISHMENTS

- High Performing rating on Teacher Assessment: August 2010-June 2011
- Collaborated with the Curriculum Integration Specialist and the second Magnet Lead Teacher to exceed magnet recruitment goals for the 2010-11 and 2011-12 school years
- Co-wrote and co-facilitated an IB/AVID Summer Camp that was awarded funding assistance through the MAP and API grants
- Model classroom for 2009-10 and 2010-11 school years
- **2012-13 Teacher of the Year for Southside Middle School**
- International Baccalaureate Category 3 trained
- **Lastinger Training Participant: Certified Instructional Coach- University of North Florida, 2016**

EMPLOYMENT HISTORY

July 2019 -Present IDEA Public Schools Tampa, Florida Region

IDEA Victory Academy, Founding Principal 2020- Present *Tampa, Florida*
As a Founding Principal, I work alongside my partner principal, operations team, and VP of Schools to plan for a strong school launch in August of 2021. I fulfill this role through the following functions:

- Work with Assistant Principal of Operations to plan and implement recruitment strategies for 100% enrollment.
- Coach and manage the Assistant Principal of Operations to manage the entire operations team to achieve record-breaking recruitment results.
- Build the school's master schedule.
- Create hiring non negotiables and use it to hire new teachers and staff.
- Leverage my school vision and priorities to create a feasible school budget.
- Create and implement onboarding plans to acclimate all new team members to their respective roles.
- Partner with members of our national team for curriculum selection, candidate vetting, school operations support, furniture procurement, student recruitment, bus transportation, cafeteria set up, and logistics.

IDEA Weslaco Pike Academy, Principal in Residence 2019- 2020 *Weslaco, Texas*

As a Principal in Residency, I worked alongside my mentor principal to coach, develop, and support teachers to ensure that excellent instructional delivery is the driving force behind our daily work. I fulfilled this role through the following functions:

- Utilized the coaching cycle to consistently observe instruction, provide timely feedback, and monitor the implementation of next steps provided to teachers.
- Observed and evaluated teacher's implementation of instructional best practices to ensure that all students are provided with tiered instruction based on their academic needs.
- Maintained a safe and civil learning environment in classrooms and throughout the school campus.
- Addressed discipline issues with students and create behavior plans to decrease poor student behavior.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

June 2018 -June 2019 Duval County School Public Schools Jacksonville, Florida

Pickett Elementary, Assistant Principal, 2018- 2019 *Jacksonville, Florida*

As an Assistant Principal, I developed and supported teachers to ensure that excellent instructional delivery is the driving force behind our daily work. I also oversaw the school-wide testing program for district/state assessments. I fulfilled this role through the following functions:

- Utilized the coaching cycle to consistently observe instruction, provide timely feedback, and monitor the implementation of next steps provided to teachers.
- Observed and evaluated teacher's implementation of instructional best practices to ensure that all students are provided with tiered instruction based on their academic needs.
- Maintained a safe and civil learning environment in classrooms and throughout the school campus.
- Addressed discipline issues with students and create behavior plans to decrease poor student behavior.
- Trained school personnel in administering tests and provide support to resolve questions arising during testing.
- Developed and implemented quality control procedures such as verification of counts, validation of student ID numbers, and verification of hand-scoring documents.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

June 2017- June 2018 Charter Schools USA Jacksonville, Florida

Duval Charter at Coastal, Assistant Principal, 2017- 2018 *Jacksonville, Florida*

As an Assistant Principal, I developed and supported teachers to ensure that excellent instructional delivery is the driving force behind our daily work. I also oversaw the school-wide testing program for district/state assessments. I fulfilled this role through the following functions:

- Utilized the coaching cycle to consistently observe instruction, provide timely feedback, and monitor the implementation of next steps provided to teachers.
- Observed and evaluated teacher's implementation of instructional best practices to ensure that all students are provided with tiered instruction based on their academic needs.
- Maintained a safe and civil learning environment in classrooms and throughout the school campus.
- Addressed discipline issues with students and create behavior plans to decrease poor student behavior.
- Trained school personnel in administering tests and provide support to resolve questions arising during testing.

- Developed and implemented quality control procedures such as verification of counts, validation of student ID numbers, and verification of hand-scoring documents.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

March 2009-June 2017 Duval County School Public Schools Jacksonville, Florida

Pinedale Elementary, Assistant Principal, 2014- 2017 *Jacksonville, Florida*

As an Assistant Principal, I developed and supported teachers to ensure that excellent instructional delivery is the driving force behind our daily work. I also oversaw the school-wide testing program for district/state assessments. I fulfilled this role through the following functions:

- Utilized the coaching cycle to consistently observe instruction, provide timely feedback, and monitor the implementation of next steps provided to teachers.
- Observed and evaluated teacher's implementation of instructional best practices to ensure that all students are provided with tiered instruction based on their academic needs.
- Maintained a safe and civil learning environment in classrooms and throughout the school campus.
- Addressed discipline issues with students and create behavior plans to decrease poor student behavior.
- Trained school personnel in administering tests and provide support to resolve questions arising during testing.
- Developed and implemented quality control procedures such as verification of counts, validation of student ID numbers, and verification of hand-scoring documents.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

Northwestern Middle School, Testing Coordinator, 2013- 2014 *Jacksonville, Florida*

As a testing coordinator, I developed and oversaw the school-wide testing program for district/state assessments. I maintained a safe and secure testing environment and provided documented professional development for all staff serving as proctors or support personnel. I fulfilled this role through the following functions:

- Trained school personnel in administering tests and provide support to resolve questions arising during testing.
- Developed and implement quality control procedures such as verification of counts, validation of student ID numbers, and verification of hand-scoring documents.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

Southside Middle School, Testing Coordinator, 2012- 2013 *Jacksonville, Florida*

As a testing coordinator, I developed and oversaw the school-wide testing program for district/state assessments. I maintained a safe and secure testing environment and provided documented professional development for all staff serving as proctors or support personnel. I fulfilled this role through the following functions:

- Trained school personnel in administering tests and provide support to resolve questions arising during testing.
- Developed and implement quality control procedures such as verification of counts, validation of student ID numbers, and verification of hand-scoring documents.
- Provided expertise and support to schools, learning communities, and district departments in the areas of data management, analysis, and reporting strategies to facilitate student learning.

Southside Middle School, Math Coach, 2011-2012 *Jacksonville, Florida*

As a math coach, I served as a resource and means of support for the math teachers at my school. This position required a great deal of leadership in the following capacities:

- Assisted teachers with the lesson planning process to ensure that classroom activities are carefully planned based on individual student needs.
- Co-taught with teachers to model best practices and teaching strategies.

- Provided training to the Math Department on curriculum, instruction, and assessment strategies.
- Identified target student groups identified by district assessment data.
- Created a strategic plan to increase proficiency of bottom quartile students.
- Conducted small group pullouts to assist bottom quartile and Algebra 1 students.
- Performed classroom observations to ensure that strategies and best practices are being implemented.
- Provided one-on-one coaching and feedback to teachers and create next steps for their professional development.
- Member of Academic Leadership Team.
- Assisted with generating school data reports from Insight and Inform.
- Served as a member of the school testing team and assisted with testing support.
- Served as alternate testing coordinator when needed.
- Facilitated PLC (Professional Learning Community) meetings.

Southside Middle School, Math Teacher, 2009 to 2011 *Jacksonville, Florida*

During my tenure as a math teacher, I took advantage of professional development opportunities to obtain instructional strategies that could be implemented within my classroom. I shared my learned practices with my peers during our PLC meetings. Backwards planning and Understanding by Design models were paired with FCIM (Florida Continuous Improvement Model) to ensure that Algebra 1 students were prepared to pass the Algebra 1 EOC and excel into Geometry. As a dedicated team member, I also served in the following leadership capacities:

- Academic Leadership Team: August 2011 to Present.
- Social Emotional Learning Team: August 2009 to June 2011.
- Team Up Teacher: December 2009 to Present.
- Uniform Committee: January 2012- June 2012.
- Saturday School Teacher: 2011 to Present.
- RTI Leadership Team: August 2009 to June 2011.

ADDITIONAL PART-TIME ROLES AND ASSIGNMENTS

Duval County Public Schools, Curriculum Writing Team Lead, 2013 to 2015 *Jacksonville, Florida*

- Aligned curriculum to the currently blended NGSS Standards and Common Core State Standards.
- Worked in collaboration with DAT team and other math teachers to meet deadlines and produce assessment questions that could be used by teachers to create assessments.
- Utilized strong content knowledge and curriculum content to identify desired learning outcomes of the units outlined on the district learning schedule.
- Developed assessments to be used throughout each unit as a way for students to show mastery of mathematical concepts.
- Reviewed the district learning schedule, assessments, and curriculum to ensure that assessment questions aligned with the desired learning outcomes of the benchmarks covered.
- Guided the development of exemplary curriculum materials.
- Assessed instructional technology resources and suggest resources for teachers.
- Helped write and construct curriculum guides and quarterly assessments.
- Worked to ensure that curriculum design and instructional practices achieve desired results.

REFERENCES AND PORTFOLIO

Available upon request

Kendrah Underwood
Phone: 678-338-5850
Email: kendrahmathews@gmail.com

A multi-generational visionary leader dedicated to educating college level and k-12 youth with the educational philosophies associated with Emancipatory Pedagogy.

PROFESSIONAL EXPERIENCE

SUCCESS ACADEMY, BROOKLYN, NY, 2018 - PRESENT
Assistant Principal

- **Management** – Directly manages a team of high performing teachers to create investment around overall scholar academic achievement . Accountable for moving teacher instructional practices.
- **Leadership** – Created Parent Academic Workshops to give parents an opportunity to learn more about the school curriculum to best support their scholar in math, reading and writing at home.
- **Teacher Development**–Gives feedback and coaching teachers on lesson implementation to improve academic outcomes
- **Coaching** – Helping teachers build relationships with students and their families to form partnerships that drive outstanding academic and cultural outcomes.
- **Relationship Management** – Builds strong relationships with all constituents while thoughtfully navigating challenging situations to get excellent results from others.
- **Instruction** – Uses student achievement data and scholar work to drive daily and long term instructional decisions

BUTLER COLLEGE PREP HIGH SCHOOL, CHICAGO, IL, 2016 - 2018
Physics, Biology and Forensic Science Teacher

- **Curriculum Design** – 1st teacher in the Noble Network to create and teach a forensic science course
- **Leadership** –12th Grade Dean & 10th Grade Advisory Lead
- **Community Involvement** – Partnered with Chicago Police Department and Fire and Rescue to strengthen the relationships between public safety officials and students
- **Mentorship** – Leader to Leader Teacher Mentoring Program
- **Project Management** – Organized 40 community professionals to speak at our annual "Success Looks Like Me Career Fair"
- **Media Production** – Created and produced several educational viral video on forensic science
- **After School Programs** - STEM Expo, Bridging the Divide, Science Club
- **College Readiness** - Organized college tours and cadaver lab fieldtrip to Northeastern Illinois University

TEACH FOR AMERICA ATLANTA, GA, 2014 - 2016
Middle School Science Teacher

- **Curriculum Design** –Created rigorous physical science and biology lesson plans, interactive labs, flip video lessons and weekly vocabulary test to meet and exceed district mandates
- **Leadership** – Managed 8th and 7th Grade Science Teams
- **Community Involvement** – Partnered with Six Flags over Georgia for math and science day
- **Mentorship** – Conducted professional development class for teachers
- **Project Management** – Organized school wide science fair
- **Media Production** – Featured on Kids in Need – Good Day Atlanta Segment
- **After School Programs** - sponsored a science club and participated in the Clayton County Math-Science Bridge Program which was a collaborative effort between Clayton State University and Georgia Tech
- **Innovation** – Designed and created a science lab coat to obtain student interest and investment. This concept was later adopted by the entire county and all science teacher were mandated to wear a lab coat.

ITT TECHNICAL INSTITUTE ATLANTA, GA, 2010 - 2014
Criminal Justice Adjunct Professor

- **Courses Taught** –Introduction to Paralegal Studies, Ethics, Legal Research and Writing, Law Office Technology, Family Law and Criminal Law
- **Leadership** –Monitored the program curriculum and worked collaboratively with faculty on program development and new program considerations.
- **Community Involvement** – Partnered with and sponsored events for CASA- Court Appointed Special Advocates for abused and neglected children
- **Mentorship** – Advised students, tracked and monitored student progress and assessed student learning
- **Project Management** – Provided accreditation support and identified strategic partnerships
- **Course Outcome** – Prepared students to be competent paralegals and secure jobs after graduation

EDUCATION

- GRAND CANYON UNIVERSITY, PHOENIX, AZ, 2013 – 2020
  - **EdD Organizational Leadership and Development**
- AMERICAN INTERCONTINENTAL UNIVERSITY, ATLANTA, GA, 2003- 2005
  - **Master of Business Administration in Accounting and Finance**
- AMERICAN INTERCONTINENTAL UNIVERSITY, ATLANTA, GA, 2003 – 2005
  - **Master of Business Administration in Management**
- AGNES SCOTT COLLEGE, ATLANTA, GA, 1999 – 2003
  - **Bachelor of Arts in Sociology and Anthropology with a minor in Africana Studies**
- ATHENS TECHNICAL COLLEGE ATHENS, GA, 2007 – 2009
  - **Associates of Applied Science in Paralegal Studies**

ACADEMIC RECOGNITION

- **Chicago News Outlet, WCIU, The U, The U Too, The Jam- Learning to Win**
  https://youtu.be/WEgs9c0Objs
- **Right This Minute**
  http://www.rightthisminute.com/video/rtmtv-what-would-you-do-grade-teacher-approved
- **StoryTrender Article**
  http://www.storytrender.com/26839/imma-eat-chicken-grade-inspirational-teacher-starts-grade-challenge-school-class/
- **Kids in Need – Good Day Atlanta Segment**
  https://youtu.be/8iXHd4pB2g0
- **What would you do for the Grade – viral video**
  https://youtu.be/mESSfbRWJzk
- **Bodak Yellow Video – Forensic Science Edition**
  https://youtu.be/Jg_XhMgzzTY
- **Professional Development at Noble**
  https://www.youtube.com/watch?v=TOGff3VLl9s
- **STEM Expo**
  https://vimeo.com/198291530