

Norma Carlos

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Career Objective

I have more than seven years experience working as a school administrator in the state of California in different capacities. I believe my experience, skills, competencies, passion and commitment to continuously improve our educational system for the benefit of all students, will make me a great fit for your school.

Education

- **Clear Administrative Services Credential**, National University, 09/01/2019- Present
- **Preliminary Administrative Services Credential**, Issuance date 8/31/2018; Expiration 9/1/2023
- **Clear Multiple Subject Teaching Credential**, Issuance date 4/1/2019; Expiration Date 4/1/2024
- **Clear Credential courses**, October 2006, National University, Los Angeles, CA
- **Bachelor of Arts in Liberal Studies**, August 2004, California State University, Bakersfield, Bakersfield, CA
- **Continued transferable units**, part time, 2001– 2004, Antelope Valley College, Lancaster, CA
- **Associate in Arts**, May 1996, Ventura College, Ventura, CA

Professional Certifications/State Exams

- Preliminary Administrative Services Credential 08/31/2018
- California Multiple Subject Teaching Credential 03/19/2009.
- Reading Instruction Competence Assessment (RICA), passed 12/2004
- California Subject Examinations for Teachers (CSET), passed 11/2004
- California Basic Educational Skills Test (CBEST), passed 12/2003

Work Experience

Principal; 07/01/2020-Present, Middle School and High School, Options for Youth Public Charter Schools-Duarte, Palmdale and Lancaster Centers

Duties and Responsibilities

- Prepare the school's annual budget in consultation with the finance officer and establish benchmarks for teachers and personnel to achieve.
- Periodically review, audit and inspect school's facilities; classrooms, computers, restrooms, laboratories, and works to ensure these are upgraded, well-maintained, safe and fully functional.
- Conduct periodic meetings with parents and school teachers to encourage close collaboration among educational stakeholders in improving the performance of students.
- Preside over the adjudication process; mediating discussions among concerned parties involved whenever teachers issue disciplinary actions that are disputed.
- Establish and maintain a learning climate that is conducive for optimum student performance.
- Encourage teachers to be proactively involved in finding ways to improve the school curriculum.
- Endeavour to keep the superintendent informed of the school's various activities, operations and engagements.
- Author and maintain highest standards of student conduct and strictly adhere to due process when presiding our adjudication sessions.
- Review and evaluate processes and frameworks of the school's administration.
- Consciously navigate the political landscape of the school community while maintaining objectivity and focus on attaining top notch performance of students.
- Developed a building budget; directed and monitored the business and financial matters of the school.
- Managed and ensured that the building has adequate inventories of school property.
- Authored and administered the building's school operational policies and procedures.
- Interpreted and enforced district school policies and all of its administrative guidelines.
- Perform duties as a liaison between the school and the community; encourage participation of the community in school activities and vice versa.

Assistant Principal; 07/03/2019-Present, Middle School and High School, Options for Youth Public Charter Schools-Duarte, Palmdale and Lancaster Centers

Duties and Responsibilities

- Monitored monthly student progression and enrollment growth both the Palmdale and Lancaster Centers

- Implemented the ongoing training and development of staff, including regular teacher observation feedback, and goal settings
- Facilitated questions or needs of teachers and school administrators
- Communicated changes in policies or procedures to all assigned staff
- Oversaw and managed the day to day operations in the centers, including the purchase and distribution of supplies
- Monitored growth and made appropriate recommendations to the Regional Supervisor
- Held regular faculty and professional meetings, and participated in educational conferences and teacher training workshops
- Developed and conducted annual reviews of all assigned staff in consultation with designated supervisor
- Available for direct instruction and/or support

Assistant Principal; 4/7/2014-06/30/2019, Middle School and High School, Opportunities for Learning Public Charter Schools

Duties and Responsibilities

- Implemented the ongoing training and development of staff, including regular teacher observation feedback, and goal settings
- Facilitated questions or needs of teachers and school administrators
- Communicated changes in policies or procedures to all assigned staff
- Oversaw the day to day operations in the centers, including the purchase and distribution of supplies
- Monitored growth and make appropriate recommendations to the Regional Supervisor
- Held regular faculty and professional meetings, and participate in educational conferences and teacher training workshops
- Conducted annual reviews of all assigned staff in consultation with designated supervisor
- Available for direct instruction and/or support

Academic Recovery Teacher; October 2005- 4/16/2014, middle school and high school, Opportunities for Learning Public Charter Schools, Palmdale CA

Duties and Responsibilities

- Oversaw and counseled the academic progress of 50-55 middle school and high school students in an independent study setting.
- Provided one-on-one teaching/tutoring to students in multiple subjects (Math, Science, History, and English).
- Worked with “at-risk” students, as well as multicultural students.
- Worked with students in Special Education-providing educational needs as dictated in their IEPs.
- Worked closely with Special Education specialists on supervising and providing the least restrictive environment for students with special educational needs.
- Used a variety of teaching methods for different learning styles and worked collaboratively with other teachers to provide the support for each student’s academic needs.
- Attended staff meetings on a monthly basis that provide support and teaching methods to help meet students’ needs.
- Conducted monthly parent/student orientations for new incoming students.
- Worked closely with middle schools and high schools in providing the best transitions for students.
- Coordinated and administered State testing (CAHSEE, STAR, Smarter Balanced Field test)

Tutoring; September 2004, first grade tutoring (Mrs. Van Sant), Cimarron Elementary-Palmdale School District, in Palmdale, CA.

Duties and Responsibilities

- Worked individually with an ELL student on his reading skills.
- Planned and taught various language arts lessons in the areas of concepts of print, fluency, phonemic awareness, and phonic skills.
- Worked with a small group of ELL students to develop their reading and math skills.

Paraeducator (Behavior Management); April 2002 – May 2003, Community Day Schools (Alternative Education) Grades 9th- 12th, Los Angeles County Office of Education

Duties and Responsibilities

- Assisted teacher in supervising a variety of “at-risk and high-risk students” (ages 14-18) with learning, communication, and behavior disabilities.
- Tutored students who needed extra help in math, science, health, social studies and reading.

- Recorded and reported hourly, daily and monthly attendance of all students.
- Worked closely with students' probation officers in regards to attendance, grades and behavior.
- Maintained the front office; handled multiple tasks such as answering phones, preparing copies for teachers, entering attendance in databases, contacting parents and probation officers and preparing transitioning packages for students.

References

- Valerie Brennan, Principal, Opportunities for Learning Public Charter Schools, Tel: (626) 224-3491; vbrennan@oflschools.org
- Brad Bixel, Online Program Teacher, Opportunities for Learning Public Charter Schools. Tel: (661) 208-9947; bbixel@oflschools.org
- Bernadette Grant, ELD Instructional Coach, Opportunities for Learning Public Charter Schools, Palmdale, CA. Tel: (661)802-3582; bgrant@ofy.org
- Rocio Angulo, 4th teacher at Stanford Avenue Elementary-LAUSD, South Gate, CA. Tel: (323) 383-5649; briana1299@sbcglobal.net