



JENNIFER BROWNLEE

Atlanta, GA • Mobile: 770-833-3512 • jennifertorrence86@yahoo.com

Instructional Lead ▪ Teacher ▪ Administration

EDUCATION

Walden University
Master of Arts Degree
Teacher Leadership
3/2013

Clayton State University
Bachelor of Science
Science Education
5/2011

ADMINISTRATIVE SKILLS

- Business Development
- Project Management
- Data Collection Management
- Curriculum Design/Instructions
- Project Management
- Staff Development/Training
- Lesson Plan Development
- Administrative Support
- Data Talks/Teacher Collaboration
- Teacher Observations

ACCOMPLISHMENTS

- 2021 Hampton M.S. Teacher-of-the-Year Award
- 2021 District Teacher-of-the-Year Award
- Coach of the Month
- Teacher of the Month

PROFESSIONAL SUMMARY:

Exceptionally talented and self-motivated teaching professional with outstanding experience implementing course curriculum, classroom technologies, leadership strategies, and classroom management protocols; Excel at building and managing student, parent, and vendor relationships; Collaborative and resourceful facilitator who fosters a school culture where mentorship, relationship building, and advocacy are essential to academic and life success; facilitating workshops, delivering customized training solutions, and comfortable communicating with stakeholders at all levels. Able to quickly assess and identify student and client needs; develop and present a course of action, implement the approved solution, and document, train, and support the required deliverables. Possess exceptional ability in implementing learning strategies and initiatives aligned with the school/district's overall goal.

LEADERSHIP STATEMENT:

The primary purpose of a leader is to identify and nurture the individual strengths of each team member. This leader also focuses on strategies that enable team members to work together. Further this leader places emphasis on personal growth and success of each employee. Ms. Brown believes that good leadership is a democratically oriented process designed to foster an environment, in which administrators and teachers help one another, plan together, and freely exchange ideas. Moreover, a good leader creates a sound structure that allows everyone to take part in the decision-making process. Jennifer also believes that people grow as they attempt to solve problems and seek answers to questions. The democratic leader should look to encourage staff participation and promote transparency across departments. Additionally, the leader must function in a participative role that fosters the development of high teacher/administrative morale, respect, strong ethics and creates cohesiveness necessary for personal growth, increase students' achievements, build relationships with parents, and encourage process improvement for the entire organization.

WORK EXPERIENCE:

Hampton M.S.-Hampton, GA (Instr. Lead Teacher) 7-2023 – Present

- Supervise, coach, develop, and evaluate teachers via regular observations.
- Develop and monitor assessment protocols that accurately evaluate student learning
- Analyze data with teachers/leaders regularly to maximize student performance and ensure student growth.
- Support teachers to improve instruction through teaming and collaborating with peers
- Provide ongoing instructional opportunities for students with academic challenges
- Support administrative team in planning and leading appropriate professional development for all faculty.
- Facilitate grade-level team/department meetings to analyze assessment data, review student work, discuss best practices, identify student needs, and plan differentiated instruction for all learners
- Assist site leadership team in the development and implementation of professional development activities that align to school goals (Transition to new Standards/Frameworks, Instructional Differentiation, Project Based Learning.

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TEACHING & CLASSROOM SKILLS

- Strategic Planning
- Interpersonal Skills
- Critical Thinking
- Problem Solving
- Public Speaking
- Use of Classroom Manipulatives
- Classroom Management
- Integration of Classroom Technology
- Model Classroom Lessons
- Support New Teachers Training
- Hybrid & Online Learning
- Student Focused Lessons
- Student Motivation
- Differential Learning Activities
- Positive Reinforcement Strategies
- Co-Teaching & Collaboration

PROFESSIONAL LEADERSHIP

- Collaborative Planning Facilitator
- Principal Advisory Team
- Teacher and Student Mentor
- BETA Club Sponsor
- Committee
- Grade-Level Chair
- PBIS Co-Chair
- Department Chair

CLASSROOM TECHNOLOGY

- Microsoft Office Suite
- Google Office Programs
- Adobe Acrobat
- Illuminate
- Nearpod
- Canva
- Infinite Campus
- SmartBoard

WORK EXPERIENCE-CONTINUES:

Locust Grove H.S.-Locust Grove, GA

7-2022 – 7-2023

9th & 10th English Literature

- Led teachers for tools for college advisory
- Created unit plans that reflected the work of Homer, Shakespeare, Folktales, myths, propaganda, rhetoric, persuasion, etc.
- Rhetoric Tradeshow and Marketplace Facilitator
- Served as the facilitator for the college and career day action plan
- Proctored the PSAT as well as oversaw the Black Student Union

Hampton Middle School -Hampton, GA

2021 (Concurrent)

2021 Henry County School District Teacher-of-the-Year

- Acted as liaison between the Superintendent, Cabinet members, and teachers.
- Served as an advocate for teachers to ensure concerns were addressed
- Served on the Superintendent Advisory Council Board
- Conducted interviews, assisted with onboarding of new hires and work closely with members in reviewing applications and resumes
- Selected as the State-of-the-School Address Speaker and Future Teachers Signing-Day Speaker
- Served other key roles as selected by the school's Superintendent

Hampton Middle School-Hampton, GA

7-2019 – 7-2021

6th Grade Language Arts/Reading Teacher

- Created and submitted lesson plans and small group lesson plans
- Responsible for arranging and leading parent-teacher conference
- Provided onsite tutoring as well as online lessons during Covid-19 pandemic
- Presented student data at Accountability Talks and conducted the Reading RTI/MTSS progress monitoring
- Collaborated Professional Learning Communities (analyzed data, grouping kids according to Lexile levels, etc.
- Recognized for increasing academic growth levels on the NWEA MAP test.

Additional Employment:

- Cotton Indian Elem.-Stockbridge, GA (5th Grade Language Arts) 7-2017- 6-2019
- Jonesboro M.S.-Jonesboro, GA (6th Grade Language Arts) 7-2013-6-2017
- Kendrick M.S.-Jonesboro, GA (Teacher Intern) 8-2010-5-2011

REFERENCES

Dr. Shelia Williams

Principal
Middle School
(770) 723-2131
Shelia.williams@henry.k12.ga.us

Mr. Prince Jacobs

Principal
Woodland Middle School
(678) 966-3314
pjackson@henry.k12.ga.us

Mr. Brandon Hardnett

Principal
Locust High School
(404) 956-6188
Brandon.hardnett@henry.k12.ga.us

Mr. Antoine Towns

Principal
Union Grove High School
(678) 476-1275
atownsend@henry.k12.ga.us