

# CLAUDETTE YARBROUGH

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## \* EDUCATION \*

- **Certificate Principal Center Art of Leadership** – Harvard Graduate School of Education, Cambridge, MA - 2008
- **MA, Urban Studies** - Trinity University - San Antonio, Texas - 1996
- **BA, English** - Chicago State University - Chicago, Illinois – 1980
- **Dean's List 1980** - 3.50 G.P.A. for last 60 credit hours

## \* CORE COMPETENCY TRAINING EXPERIENCE \*

- Establishing and Maintaining an Effective Organization (12 years)
- Business and Operations Management – including Profit First and Entreleadership (6 years)
- Leadership Development including succession, and sustainability planning (27 years)
- Human Resource Leadership and Development (6 years)

## \* HIGHLIGHTS OF EXPERIENCE \*

- Authored the Educator Effectiveness Process (EEP) for ten local charters \$73,000,000.00 and won grants to implement the program targeted over 30 schools, 3000 educators and 15,000 students over a ten-year period.
- Selected San Antonio Who's Who and Urban League School Leader 2011 for Educational Accomplishments
- Selected as Keynote Speaker at the 2006 & 2009 Accelerated Schools Process Winter Extravaganza Conference
- Served as Fiscal Agent Administrator and lead grant writer of USDE **\$2,400,000** 21<sup>st</sup> Century Community Learning Center Grant for seven (7) independent Charter Schools
- Selected as lead community services grant writer for social services under the **\$48,000,000**/SpringView Fights Back Coalition with the San Antonio Housing Authority and the U.S. Department of Housing and Urban Development
- Selected as special grant writing consultant to the **Robert Wood Johnson Foundation's San Antonio Fighting Back** Neighborhood Committee
- Over twenty (20) years of governmental program management experience & thirty **40 years** of educational experience

## \* SPECIAL RECOGNITIONS \*

- Selected as one of 100 principals for scholarship by Raise Your Hand Texas to attend Harvard University's Principal Center – Art of Leadership (AOL) Institute 2008
- Received **Jefferson Award** for Distinguished Performance in the field of Public Service
- Selected as a **Trinity University Brackenridge Fellow**
- Selected to complete the **Texas School / Community Partnership Prevention Training**

## \* PROFESSIONAL EXPERIENCE \*

### YOUTH EMPOWERMENT SERVICES, INC. – 10/01/2010 – PRESENT

#### CHIEF EXECUTIVE OFFICER/EXECUTIVE PROJECT DIRECTOR

- Lead and Manage 25 team members
- Evaluate progress and project for fidelity
- Conduct training and create agendas for mtgs.
- Meet all required deadlines
- Provide Transformational Executive Coaching to Superintendents
- Review all agendas, plans, schedules to meet requirements
- Provide guidance and support to all schools' leadership teams
- Hire, train, and support all team members to meet goals/objectives

#### CHARTER SCHOOL VOLUNTEER CONSULTANT – 08/1/98 – PRESENT

#### CONSULTANT

- Provide technical assistance to individuals and entities planning to open charter schools
- Evaluate grant applications
- Developed School Reform Programs for five (5) local charter schools-Accelerated Schools
- Responsible for writing grants and charter school applications
- Review proposed charter school applications
- Used model for successful Reading First program to establish two (2) additional Reading 1<sup>st</sup> programs at two (2) Dallas Charter Schools

### YOUTH EMPOWERMENT SERVICES (YES), INC. 12/1/92-PRESENT

#### Founder, President, CEO

- **AGENCY – Chief Executive Officer (CEO)**
- Manage \$13,000,000+ federal educational grant programs
- Implement policies, procedures and programs
- Evaluate programs, procedures, and programs
- Prepare corrective plans
- Manage day-to-day operations
- Human Resource Development - Hire and Train Staff
- Responsible for planning activities
- Oversee all aspects of Management Info. Systems
- Oversee all financial reporting/tracking/auditing

**CHARTER SCHOOL – Superintendent/Head Learner**

- Higgs, Carter, King Gifted and Talented Charter Academy Open Enrollment Charter
- Evaluate staff, programs, and activities
- Train staff and supervise vice principals
- Participate in staff development and conduct development

- Serve as Principal for the Open Enrollment Charter
- Responsible for all curriculum programs
- Work with Board to enhance program services
- Implement various grants/programs to enhance learning
- Work with parents and community to improve learning

**MCLENNAN COUNTY CHALLENGE ACADEMY (MCCA) 1996 -1997**

**Director of Educational Operations**

- Implement new legislative mandate
- Report to twelve members Governance Board
- Manage \$452,000 federal grant program
- Implement policies, procedures and programs
- Evaluate programs, procedures, and programs

- Manage day-to-day operations
- Work with community members to establish new school
- Human Resource Development - Hire and Train Staff
- Responsible for planning activities

**GEORGE GERVIN YOUTH CENTER (GGYC) 9/6/94-12/31/94**

**Mentoring Coordinator 9/6/94-12/31/94**

- Developed/implemented innovative program design
- Made presentations and recruit mentors/mentees
- Trained Mentor Specialists

- Authored Mentoring Training Manual
- Developed mentoring application process instruments

**TEXAS TEENAGE CRIME COMMISSION (TTCC) 11/20/90-8/05/94**

**Upward Bound Program Director 9/1/92-8/05/94**

- Facilitated and implemented program
- Prepared and managed budgets
- Recruited participants
- Counseled participants
- Negotiated budgets with federal agencies

- Hired staff with Executive Director
- Monitored and evaluated program and staff
- Supervised 18 staff persons
- Conducted home visits, site visits and field experiences

**Director of Programs 6/91-9/93**

- Authored grants and proposals
- Coordinated Youth Employment/Training Program
- Coordinated activities with 40 worksite supervisors
- Prepared budgets, invoices and payroll
- Oversaw and coordinated all TTCC operations and management
- Implemented programs, train staff and volunteers

- Implemented Management Information System
- Hired and supervised 20 staff persons and 200 youth workers
- Negotiated with City of San Antonio Contractor
- Prepared End-of-Program report
- Monitored and evaluated program all aspects of the program

**UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER (UTHSC) 7/8/91-6/29/92**

**Social Science Research Associate II (HIV/AIDS)**

- Facilitated focus groups
- Performed data analysis activities
- Established alternative rewards for clients
- Served as a model for focus group facilitators

- Conducted personal interviews
- Worked with community organizations
- Provided feedback to Principal Investigator
- Worked directly with STD/HIV/AIDS clients

**ELLA AUSTIN COMMUNITY CENTER (EACC) 2/6/91-1/31/92**

**Project Coordinator-San Antonio Housing Authority (SAHA) Drug Elimination Program**

- Organized housing development residents
- Developed newsletter
- Researched alternative resources
- Worked with evaluators
- Created and implemented media campaign
- Worked closely with community leaders and organizations to assist in curbing the drug problem
- Used desktop publishing skills to create materials

- Trained residents as volunteers
- Performed door-to-door outreach activities
- Organized seminars and training sessions
- Produced formative and summative evaluation reports
- Planned activities for youth, adults and families
- Attended city meetings with residents
- Implemented all facets of program

**EDUCATION, EMPLOYMENT AND SOCIAL SERVICES FOR YOUTH/FAMILIES 1/90-91**

**Volunteer Executive Director**

- Established non-profit organization designed to assist youth and families with educational options, employment leads and services and social services assistance through Texas Department of Human Resources, other social services agencies and counseling activities.

**Volunteer Academy Director**

- Established Modern Metropolitan Community Academy as a program offered by EESSY/F as the first free private alternative high school offering a Texas Education Agency approved curriculum for the awarding of a non-traditional high school diploma recognized by the military/employment sector.

**COMMUNITIES IN SCHOOLS-SAN ANTONIO 8/88-1/90  
BRACKENRIDGE FELLOW**

**Assistant to the Executive Director**

- Developed and implemented new programs
- Hired, trained and evaluated staff for new programs based

- Produced quarterly newsletter
- Presented programs to educators, students, community

on grant criteria and requirements

- Developed and implemented staff evaluation model
- Promoted agency programs through networking and presentations at conferences

**Educational Coordinator**

- Planned educational activities for CIS sites
- Hired, trained and in-serviced teachers for year-round and summer programs
- Coordinated summer ed. activities for 200 students

**Program Evaluator/Monitor**

- Evaluated six programs
- Authored annual report based on evaluation data
- Audited sites monthly

**Management Information Systems Specialist**

- Implemented MIS system to CIS which includes training all staff on use of the system
- Interpreted and analyze MIS data
- Submitted MIS reports to CIS Board of Directors' Planning Committee

**Grant/Proposal Writer/Researcher/JTPA Grant Consultant/Development Director**

- Reviewed demographic data/labor market projections to establish program directions
- Wrote successful \$200,000 Legislative Proposal for expansion of Communities In Schools
- Wrote over \$3.5 million dollars worth of successful grant proposals

and business leaders

- Functioned as alternative to the Project Literacy PLUS committee and the Dropout Collaborative

- Wrote curriculum for summer programs
- Reviewed, purchased, and implemented basic skills remediation educational curriculum
- Established career and job opportunities for youth during the school year and summer vacation

- Analyzed and interpreted evaluation data
- Monitored programs on a summative and formative basis

- Prepared reports based on the MIS data
- Aided board committees in using data to increase program effectiveness

- Negotiated grant budgets and objectives with funders
- Wrote successful \$550,000 JTPA IIB Summer Proposal (funded for six additional years)
- Performed all grant writing activities for CIS-SA including all research related activities and actual grant preparation

**\* EMPLOYMENT HISTORY \***

2010-Present	Executive Project Director – Federal Grants	San Antonio, TX
1998-2015	CEO/Superintendent/Head Learner	San Antonio, TX
1998-Present	Charter School Volunteer Consultant	San Antonio, TX
1994-Present	Youth Empowerment Services, Inc.	San Antonio, TX
1996-1997	McLennan County Challenge Academy	Waco, TX
1995-Present	Chief Executive Office	San Antonio, TX
1994-1994	George Gervin Youth Center	San Antonio, TX
1990-1994	Texas Teenage Crime Commission	San Antonio, TX
1991-1992	University of Texas Health Science Ctr.	San Antonio, TX
1991-1992	Ella Austin Community Center	San Antonio, TX
1990-1996	Boys and Girls Club of San Antonio, Inc.	San Antonio, TX
1990-1991	Education, Emp. & Social Services (EESSY/F)	San Antonio, TX
1990-1991	Modern Metropolitan Com.Aca. Dir.	San Antonio, TX
1989-1990	Burger King Academy Director	CIS-San Antonio, TX
1988-1990	Brackenridge Fellow	Trinity University-San Antonio
1986-1987	Master Language Arts Teacher	Edgewood ISD-San Antonio, TX
1981-1986	Language Arts Teacher	Austin ISD-Austin, TX

# BRENDA WATERS

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## \* EDUCATION \*

Masters' Candidate, Counseling, *Webster University*, St. Louis, MO  
Bachelor of Science, Social Sciences, *St. Thomas Aquinas College*, Sparkill, NY  
Continuing Education Courses, Child Care, *Palo Alto College*, San Antonio, TX  
Attended University of Texas Permian Basin/Masters Ed. /Counseling Program

## \*CORE COMPETENCY TRAINING EXPERIENCE

Personal and Professional Awareness (15 Yrs.)  
Implementing a Developmentally Appropriate Curriculum and Environment (15Yrs.)  
Child Growth and Development (15 Yrs.)  
Diversity (6 Yrs.)  
Professionalism and Ethics (15 Yrs.)

## \* HIGHLIGHTS OF EXPERIENCE \*

- Associate Head Start Director, oversight of the daily operations of 10 Head Start child development centers which served 934 children and families over four Texas counties.
- Program Manager for the implementation Home Instruction Program for Parent of Preschool Youngsters (HIPPPY) in the Permian Basin region of Texas as a community partnership.
  - Direct supervisor of 12 administrators and oversight of 200+ employees, 10 facilities.
    - School Ages Services teacher at the United States Military Academy, West Point
- Program Manager responsible for the development and implementation of STEAM (Science, Technology, Engineering, Art, and Math) focused activities for Head Start as a community partnership.
- Disability Mental Health Specialist responsible for identifying atypical behavior in children as guided by the IDEA Act, through classroom observations, analyzing assessment data, multi-disciplinary team meetings, parent input and IDEA Act policy.
- Education Center Coordinator responsible for complete operation and compliance with TDFPS Minimum Standards for child-Care Centers and Head Start Performance Standards.
- Trainer/presenter for National Head Start Association Parent Conference held in Virginia Beach, Virginia

## \* SPECIAL RECOGNITIONS \*

- Selected for Director of Head Start Agency
- Honored Texas School Readiness, *TEEMS*
- Selected as National Facilitator for Head Start
- Operated a National Accredited Head Start Center

## \*PROFESSIONAL EXPERIENCE\*

**Youth Empowerment Services Inc. San Antonio, TX**

**Nov.2016 until Present**

**HCMS/Training Director Oct.2020-Present** responsible for creating personalized 3-day professional development for over 100 Head Start educators in Odessa Texas. Team lead for professional development and classroom observations with actionable feedback throughout the 2021-2022 program year for the Head Start program. Team lead for HCMS where we create and prepare Intensive Educator preparation training for new and veteran teachers. Support our partner districts in their preparation in sustaining the 10 components of HCMS, Induction and mentoring for the educators at their district.

**Human Capital Management Specialist Nov.2016-Oct.2018** responsible for working with five Charter district partners in becoming more effective leaders and educators. Support with development of 10 components of their Human Capital Management System. Trained in developing Induction and mentoring programs.

**HCMS & Equity Pipeline Director Oct.2018-Present-** Responsible for the recruitment and training for new and veteran teachers for our 5-partner districts. Prepare and develop training sessions for no less than 50 Equity Pipeline participants annually. Ensure survey are conducted on each training event. Analyze survey data to ensure continual improvement of the program each year. Lead HCMS and Equity Pipeline team members in reaching our goals and mission for the department. Train staff and give actionable feedback that promotes their growth in the agency. Attend Board meetings and budget meeting. Works closely with the CEO and other department leaders to ensure agency's fiduciary responsibilities are carried out with fidelity.

**Parent Child Inc. San Antonio, TX**

**Oct.2015- Nov.2016**

**Disability Mental Health Specialist** responsible for identifying atypical behavior in children through classroom observations, analyzing assessment data, multi-disciplinary team meetings and parent input. Understands the IDEA Act and implements its policy and procedure when referring children and families for evaluation and possible receipt of Special Education services. Attend ARD (Admittance, Review or Dismissal) meetings as scheduled by the Local Education Agency. Responsible for scheduling and notification to parents of ARD meetings held by George Gervin Academy (Charter School) with whom we have a formal collaboration agreement. Oversight of approval for outside agency to access the Head Start centers to provide services to children. Works closely with the agency contracted Mental Health consultant referring children for observation, setting up parent conferences while ensuring respect and confidentiality is maintained at all times. Participates in Federal Review interviews explaining agency policy and procedure for the content area. Responsible for ensuring the agency meet the Federal requirement of having 10% of our funded enrollment as children in need of Special Services. Train staff on the IDEA Act. Provide mental health resources to our families and staff via Parent Gazette articles, training, consultants, and community resources.

**George Gervin Academy, San Antonio, TX**

**Nov. 2014- Oct.2015**

**STEAM Specialist** develops STEAM (Science, Technology, Engineering, Art and Math) activities for Head Start. Works closely with local Head Start program conducting STEAM activities in their classrooms. Supports and mentor teachers, in their attempt to implement STEAM activities in the Head Start classroom. Prepare and present STEAM training to pre-k teachers at George Gervin Academy. Created resource book for teachers as well as assisted in training Head Start staff in implementation of STEAM activities.

**Basin, Inc. Greater Opportunities of the Permian Odessa, TX September 2013-August 2014**

**Associate Head Start Director** with proven skills in overseeing the daily operations of 10 Head Start child development centers which served 934 children and families over four counties. Actively engages in the monitoring of centers for compliance with local, state, and federal regulations. Responsible for updating and implementation of the agency's professional development plan. Assists with interviewing, hiring and orientation of new staff. Ensures all child assessments are completed and analyze data to develop benchmarks. Constantly stays abreast with best practices and trends in early childhood development. Attends and reports monthly during the governing Board of Directors meeting, current and accurate data related to the operation and monitoring of the Head Start centers. Manage and operate fiscal controls as well as grant writing/ special projects. Physical plant management of 10 facilities. Evaluates and supervise staff which included 12 direct and 200+ employees. Responsible for hiring, onboarding as well as disciplinary matters and recommendations for dismissal. Has experience in opening new centers as well relocation of centers.

**Greater Opportunities of the Permian Basin, Inc. Odessa, TX**

**2009-2013**

**ERSEA Manager/Site Manager Supervisor** with progressive career managing and teaching in early childhood education. Proven success managing the daily operations of an education center, supervising staff, and ensuring a safe and nurturing learning environment. Proven ability to interpret and implement standards and guidelines according to Agency policies and Head Start Performance Standards. Decision maker with ability to handle crisis and solve problems in a fast-paced environment. Also has proven coaching and mentoring abilities through education and training. Ensures eligibility, recruitment, selection, enrollment and attendance are conducted according to the federal guidelines and laws.

**HIPPY Program Manager-** Assisted CEO with writing the implementation plan for the new program in the Permian Basin. Recruited families and staff for program start up in June of 2012. Served as program Coordinator from April 2012- Sept.2012. HIPPY is a Home Instruction Program for Parent of Preschool Youngsters. Currently working on Periodic Expense Report for HIPPY grant reimbursement, Amended 2012-2013 HIPPY budget and 2013-2014 HIPPY budget.

**PARENT/CHILD INCORPORATED, San Antonio, TX**

**2001 – 2009**

**Education Center Coordinator (August 2004 – 2009)**

Oversee the supervision of 26 assigned personnel, including work allocation, training, and problem resolution. Evaluate ongoing performance of center staff and make recommendations for personnel action. Order, maintain, and distribute supplies and materials. Monitor and maintain child and staff attendance.

- ◆ Administer the facility's daily operation in compliance with the TDFPS Minimum Standards for child-Care Centers and Head Start Performance Standards.
- ◆ Provide training and guidance to all staff to ensure knowledge and understanding and implementation of all funding and regulatory standards and guidelines.
- ◆ Conduct conferences about children with parent, teachers, and staff.
- ◆ Facilitate Parent Committee meetings to provide guidance, support, and technical assistance.
- ◆ Review lesson plans, child development checklist, home visits, in-kinds, and children's education portfolio.
- ◆ Reply to all non-compliance's and submit to Area Head Start Center Coordinator

**Education Center Coordinator Assistant (August 2002 – August 2004)**

Assumed Education Center Coordinator (ECC) essential functions in the absence of the ECC and responsible for the management of the Center. Reviewed all source documents. Honor the Code of Conduct; uphold confidentiality of information.

- ◆ Worked closely with staff and parents in preparation for children's activities and agency events.
- ◆ Maintained child/staff ratio at all times and follow shift change procedures and arrival/departure activity plans.
- ◆ Trained and experienced identifying and reporting child abuse.

**B.A. Degreed Teacher (September 2001 – August 2002)**

Implemented daily education programs, utilizing selected curriculum and following the guidance of the Head Start Program Performance Standards and TDFPS Minimum Standards for Child Care Centers.

- ◆ Developed and implemented written lesson plans and activities utilizing established classroom curriculum.
- ◆ Trained and oriented assistant on the plan and materials to implement the curriculum.
- ◆ Conducted home visits and parent conferences as scheduled.
- ◆ Administered all screenings and assessments for each child.

**\* TRAINING AND CERTIFICATION \***

Directors Certificate

Child Development Associate (C.D.A.)  
CPR and First Aide Certifications  
Certified CLASS Reliable (June 2010)  
Affiliate Pre-k CLASS Trainer (Teachstone 10-21-10)  
Understanding the CLASS Framework ( BAH-Texas, UCF, 11-9-11)  
ERSEA Level II: Implementing the System- May 2010- HS University  
Plans and Procedures: It's Time to Simplify- T&TAS- March 2010  
Family Engagement Specialist- HS University- May 29, 2012  
ERSEA Credentialed Professional- HS University- Feb. 2011-Feb. 2014

**\* TECHNICAL SKILLS \***

Microsoft Office: Word, Access, Excel, Power Point  
*Childplus*

**\*EMPLOYMENT HISTORY\***

2016-Present-	Youth Empowerment Services, Inc.	San Antonio Texas
2015- 2016	Parent Child Incorporated	San Antonio, Texas
2014- 2015	George Gervin Academy	San Antonio, Texas
2009- 2014	Great Opportunity of Permian Basin	Odessa, Texas
2001-2009	Parent Child Incorporated	San Antonio, Texas
2000-2001	School Aged Services	Ft. Sam Houston, Texas
1998-2000	School Aged Services	West Point, New York
1996-1998	Family Care Provider (FCC)	West Point, New York
1991-1996	FCC Provider	Ft. Sam Houston, Texas
1987- 1990	FCC Provider	Ft. Sam Houston, Texas

**\* PROFESSIONAL AFFILIATIONS \***

National Head Start Association, Member  
Texas Home Visiting Coalition  
Early Childhood Coalition (University of Texas Permian Basin)

## TIFFANY WARREN

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### \* EDUCATION \*

Master's in educational administration and Leadership; (M.E.A.L) **Minor:** Science Education

**Northern Southern University, Fort Lauderdale, FL, 2014-2016 Graduation:** - 2016

M.A. in Education 2003-2005 **Wayland Baptist University; San Antonio, Texas,** - 2005

Minor/Specialized: Spec. Ed

B.S. in Occupational Education 2008-2010, Minor: Special Education and Child Development

**San Antonio College, San Antonio, Texas, Earned:** CDA Certification, (with honors) 1999-

2001 **Concentration:** Child Development

**The University of the Incarnate Word, 24 Credit Hours,** San Antonio, Texas, 1999-2000

**Major:** Sociology Concentration, Child Development

**San Bernardino Valley College, San Bernardino, California,** Associates in Liberal Arts (with honors) 1993-1997

**Earned:** CDA Certification Infants (with honors) 1993-1997

**Major:** Psychology-Concentration, Child Development (12 hours)

### \*CORE COMPETENCY TRAINING EXPERIENCE\*

Observation, Assessment, and Documentation Health, Safety, and Nutrition(10 Yrs.)  
Families and Community Relationships: Relationships with Children and Families (10 Yrs.)

Instituting Family & Community-Centered Programming: (9 Yrs.)

Planning a safe, healthy, learning environment. (10 Yrs.)

Observing and recording children's behavior. (10 Yrs.)

Personal and Professional Awareness (15 Yrs.)

Positive Relationships with Families(10 Yrs.)

Child Growth and Development (20 Yrs.)

Observation and Assessment (10 Yrs.)

### \*CERTIFICATES/AWARDS/HIGHLIGHTS OF EXPERIENCE \*

- Implement the Educator Effectiveness Process (EEP) for 10 local charters and won \$13,600,00 grant to implement the program targeted 158 teachers and 2,000 students from 2010-2016
- Facilitated/Coordinate Summer Institute Conference a total of 5 years for (Educator Effectiveness Process (EEP) to include 13 schools, 6 districts hosted in variety of states - 18 + years of Education Experience ranging from pre-K-12 grade.
- Youth Empowerment Employee of the Month 2014
- Higgs carter King Teacher of the Month 2014
- Listed in the Who's Who?" Publishers' 16<sup>th</sup> Edition
- Empowering Executives, Professionals & Entrepreneurs Around the Globe 2012-2013
- Member of the International Women Leadership Association 2015-2016 Facilitated/Planned, and directed the Ceremony for Extremely Effective Educators Teacher Awards 2015

## **\* SPECIAL RECOGNITIONS \***

- Master Trainer registered in Texas, with The Texas Early Childhood Professional Development System (TECPDS) 2018 (current)
- Recognize/Cambridge “Who’s Who?” Master’s in education as a VIP: Named individual qualified for inclusion of Executives, Professionals and entrepreneurs 2011-2012 Edition.
- Recognize/Cambridge “Who’s Who?”: Edition. Registry of Executives, Professionals and Entrepreneurs 2010-2011

## **\* PROFESSIONAL EXPERIENCE \***

### **Por Vida Academy, Texas: Divisional Leader & Executive Expert Teacher Leader 2019 - Present**

Support all campus leadership members assigned by campus to grow in their roles as leadership members on their campus, work closely with the principal on the campus to become a more effective principal, support Teacher Leaders with implementation and facilitation of the process. Attend unit meetings and teacher meetings on assigned campuses, facilitate trainings, professional development, instructional coach for teacher K-12, design instructional curriculums and online courses for educators, perform teacher observations, evaluate, and assess leadership team meetings and teacher unit meetings, create/maintain weekly recorders for yearly school reports, implementation of school leadership rubrics and summary reports.

### **Youth Empowerment Services, Inc., San Antonio, TX: Executive Expert Teacher Leader, School Oversight and Monitor Team (SOM) Educator Effectiveness Program (EEP) March 2018**

One of three Leaders of the School Oversight and Monitoring Team (SOM) taking initiative to develop, and facilitate, support, and monitor a system of effectiveness that includes observing weekly leadership meetings, and weekly unit meetings with effective follow up for improvement on eighteen campuses under the TIF 5 grant. Other duties consist of conducting co-observations with Expert Teacher Leaders as well as Campus Leadership and Principals and providing coaching and recommendations to leaders to assist with improving their teachers. Other responsibilities are to monitor EDS, Value Added, and teacher growth, where we support the campus leadership in providing consistent support aligned to each schools Mission and Improvement Plans. The SOM team collaborated and communicated with school leadership to include Superintendent and Principals, and to provide on-going support in developing a system of effectiveness to increase student performance on each campus. Support is provided through trainings for Educators/Leadership through the (EEP) Teacher Observation Certification Training (TOC) using high quality researched based rubrics. These rubrics are utilized to enhance teachers and principal effectiveness, facilitate Principal Certification Training (POC), facilitate EEP Superintendents Observation Certification Training (SOC), Facilitate Campus Summits, Desktops Audits Reviews, Provide Immediate feedback based on findings for improvement and measuring effectiveness on all 18 campuses based on individual needs to achieve maximum effectiveness.

**Fan-Tastic Independent Consultant Services (FICS) Converse TX, 78109  
CEO-Founder, May 2016 December 2018**

As the Founder of Fantastic Independent Consult Service's (FICS) the sole mission was to transform teachers through training and mentoring with a focus on student learning. "While the teachers are doing the heavy lifting, we supported the load!" Focus-Conduct hands-on, strategies, assist teachers in developing approaches and plans to accelerate student achievement ranging from pre-K through 12<sup>th</sup> grade. Worked collaboratively while building relationships with teachers, focus on structure and student engagement, ensured a successful learning environment; Trained and worked with a group of three highly effective independent contractors collaborating to provide a variety of research-based strategies proven to increase teacher effectiveness. Side-by-side coaching, Classroom setup for optimal learning, Co-teaching, Observation of instruction, Differentiation of Instruction, Assessment and Instructional Planning, Customized Professional Development, Classroom Management, Lesson planning support, walk-throughs, immediate feedback through face-to-face and or using Strive ( focus on improvements in their instruction) and Thrive (continuing their success implementing their lesson) sheets for teacher reflections, We customized, and catered to teacher's individual requirements based on the needs of their students. Increased teacher self-esteem to raise their moral and take ownership in their work, and success in their classrooms.

**Youth Empowerment Services, Inc., San Antonio, TX: Assistant Director, Educator Effectiveness Program (EEP) May 2011- May 2016**

Coordinated professional development, contracts, and staffing for 10 campuses, districts, and multi-million-dollar 6-year school improvement initiative. The EEP team of 5 staff provided monthly training, a 2 weeklong summer institute, as well as site-based coaching and training to support an intensive teacher evaluation system, principal evaluation system, teacher mentoring, principal mentoring, and comprehensive professional development system for 10 sites in inner city San Antonio and Corpus Christi, Texas. Report to state and federal grant reporting through Annual Progress reports and Interim Progress Reports, graphs, and email communication. Design, organize, prepare, and facilitate conferences annually to 100-250 participants: Facilitating General sessions, and multiple breakout sessions that focus on Educator Effectiveness. Plans organize, schedule and present research-based staff development to meet the needs of all school community. Develop and implement a sustainable, differentiated PBCS that rewards teachers and principals for improved student performance based on individual teacher and principal observations, value-added student performance measurements, and/ or EEP implementation and /or state accountability measures. By the end of the project, all 10 sites have seen student performance gains and increased teacher retention.

**Youth Empowerment Services, Inc., San Antonio, TX, Executive Expert Teacher Leader (ETL) /Teacher 2011-May 2016**

Develop, facilitate, support, and monitor a system of effectiveness that includes weekly teacher meetings, Curriculum support, and guidance, Lesson planning support, weekly Leadership team meetings, multi- observations on teachers and principals per year and consistent support aligned to the school mission and improvement plan. Collaborate, and communicate with school leadership including Superintendent and principals providing on-going support in developing the system of effectiveness on each campuses effectiveness and student performance. Developed and facilitated Teacher and Principal Observation on all 180 teachers and 13 principals. The observation system includes a pre and post conference providing job-embedded professional development to teachers and

principals. Facilitated monthly professional Development in the 10 schools based on needs that were identified through weekly walk-throughs, teacher or principal observations, student data/or the improvement plan.

**Texas School Ready, San Antonio, Texas: Project Mentor Facilitator, Texas School Ready Model (TSR) November 2004 - May 2011**

Provided professional development to classroom teachers, Curriculum support, and guidance, Lesson planning support and facilitate online courses over 2 years which includes posting on discussion boards, assigning homework and implementation in the classroom, plan and facilitate training sessions on the use of handheld devices for ongoing child progress monitoring. Also, support and facilitate Preschool Early Language and Literacy trainings and other trainings as needed. Provided 4 hours a month of mentoring to teachers in the classroom, provided written feedback after every visit, support teachers with the development of print rich learning environments with well-defined centers. Collaborate with teachers to develop lesson plans and daily schedules that reflect 3 hours of cognitive instruction, provide support to administrators through implementation of components of the project, and guiding administrator with technical assistance plans with sustainability. Provided School Readiness guidance informing administrators with any SRCS updates and changes and making sure that all documents are received such as: monthly reports, environmental check lists, progress monitoring web Reports, calendars, certification improvement plan, Grows and Glows, and collaborating with the Project Coordinator Mentor on any other assigned duties.

**Parent Child Incorporated - San Antonio, TX: Teacher IV (Bachelor's Degree), PCI November. 2004 - November 1998**

Teacher IV responsible for the toddlers to 5 years. The immediate concentration was with head-start children 4-5 years. My duties as a lead teacher included the preparation of lesson plans, the planning of daily activities, E-laps testing and Lad-D testing. Also included in my duties were home visits and behavioral screenings, preparing and assisting children with family style dining during lunch and snack periods. I also prepared appropriate play areas cleanliness and safety. Supervised and trained teacher assistants.

**Kinder Care – San Antonio, TX: Lead Teacher, Kinder Care 1997-1998**

Lead teacher of toddlers and at-risk children. My duties as a lead teacher included preparing lesson plans, serving lunches and snacks and the everyday planning of daily activities. Responsible for providing appropriate play areas for cleanliness and safety.

**CONNIE PEREZ**

1150 BABCOCK RD. APT G-14. SAN ANTONIO, TEXAS 78201

(210) 914-9521 [cperez@yeseep.org](mailto:cperez@yeseep.org)

**\* EDUCATION \***

1975 - 1994 University of Houston, Houston Texas 16 hours post graduate work:  
Diagnostics/assessments, psychology, Bilingual, Driver Education.

1973-1975 Prairie View A&M University, Prairie View, Texas Degree: MS Education, Guidance and Counseling.

1966 -1970 University of Houston, Houston, Texas Degree: BS Education, Minor Psychology.

1962 -1966 Jefferson Davis High School, Houston, Texas High School Diploma

**\* CORE COMPETENCY TRAINING EXPERIENCE \***

- Maintaining a health and safe environment-6yrs.
- Human Relationships-6yrs
- Responsive interactions and guidance 6+yrs.
- Social and Emotional Development-6yrs.
- Families and community relationships-16yrs.
- Specialized Content-Counseling, trauma, mental health, self-care Certificates- Special Programs-Region20.  
16+Yrs

**\*SUMMARY OF QUALIFICATIONS:**

- Offering over 45 years of highly responsible Educator experiences and credentials.
- Excellent Credentials in Education
- Diversified in Administrative positions with total direct responsibility
- Experienced in Guidance and Counseling since 1979
- Experienced in academics/teaching ages Early Childhood Pre-k-adult education since 1970
- Bilingual: Spanish and English
- Articulate...dedicated...Professional Attitude... Motivated
- Highly developed Interpersonal Communication Skills
- Loyal to agency and Bosses

**\* HIGHLIGHTS OF EXPERIENCE \***

Teacher in grades Early Childhood, Pre-Kindergarten thru Adult Education, Magnet School Program Coordinator, Administrator Principal, Vice Principal, Guidance Counselor Pre-kinder thru

**12th grades, Bilingual/ESL Coordinator, 504 coordinator, Dyslexia Coordinator, Special Programs Director, Special Education Coordinator, Student Family Support Coordinator, State District Testing Coordinator, Business co-owner of Sunshine School an Early Childhood/Daycare School, American Driving School, Laredo Educational Center, and Human Capital Management Director EEP Program. Support Team Lead, and Creative Solutions Team member. Professional Development Trainer for Educators, Teachers, and Teacher Leaders Early Childhood, Pre-K, Grades K-12<sup>th</sup>.**

### **\* PROFESSIONAL EXPERIENCE HISTORY \***

**2016-2022** Youth Empowerment Services Inc. Educator Effectiveness Program, Creative Solutions Team member, Support Team lead, Director of Human Capital Management System, Teacher Preparation and Observation Program, Supporting teachers, Schools, and campuses towards teacher and student effectiveness. Professional Development Educator Trainer, and Duties as assigned by the Executive Director.

**2015-2016** San Antonio School for Inquiry and Creativity High School Counselor, District Testing Coordinator, ESL/Bilingual Coordinator, Support lead for Special Education, 504 Programs, Student Graduation Plans and Transcripts, Careers, Post- graduation connections, dual credit, Work Study Programs, and duties as assigned

**1998 -2015** Higgs, Carter, King Gifted and Talented Charter Academy Principal, Vice Principal, Director Special Programs, Guidance Counselor, District Testing Coordinator, and Bilingual/ESL Director and Teacher grades Pre- K-12th. Responsible for overseeing 425 students and ensuring the success of departments and programs involving teachers, interventionists, cafeteria, janitorial, clerical, files and records, students medical needs and records, parental meetings, textbooks, resource materials, teacher evaluations, student assessments, Special Education, Bilingual Program, ESL Teacher PreK-12th student discipline, Guidance and Counseling, TEKS, Core Knowledge, Accelerated Schools, and correspondence regarding school issues and affairs for the entire school year. Helped to establish the school's first year as a state of Texas Educational Institution.

**1988 - 2008** San Antonio Independent School District Burnet Elementary, Cameron Elementary, Sarah King Elementary, Barkley Elementary, and Crockett Elementary. Classroom Teacher for grades 1-5 and ESL pull out for grades K-5. School Guidance Counselor responsible for serving the needs of 350 +to 845 students and their families, serving from 58 to 125 faculty and staff, weekly guidance classroom classes, weekly small group guidance, daily individual guidance and counseling, after school counseling, home visits, Testing and Assessments duties, Special Educations ARDS, new student referrals for diagnostics and assessments, Records keeping and documentation, Resource and collaboration with outside agencies, magnet School referrals and coordination, Family Student Support Team Coordinator, Prevention Intervention Program Facilitator.

**1995-2000** Youth Empowerment Services Inc. Programs Director/Teacher-Facilitator Responsible for servicing and teaching ESL and CTE classes in grades PreK- 12th and meeting the academic needs of all levels and grades students. Coordinator of Summer Youth Programs involving CTE academic classes and job employment opportunities for youths 14 to 21 years of age. Responsible for coordinating resources and services for teens, collaborating with outside agencies, home visits and parent conferences regarding individual student's needs, working with pregnant and parenting youth to ensure employment success for the program. Coordinating the special needs of youth in Special Education Programs.

**1979 -1987** Sunshine Early Childhood School Director/Owner, Laredo, Texas responsible for the supervision and success of the academic learning of 265 children in ages infants thru 8/9 years old, Classroom teacher of Pre-school thru 2<sup>nd</sup> grades. Responsible for the daily operations involving food service, transportation, accounts payable, accounts receivables, human resources hiring and firing, parent meetings, conferences, special needs students, program information and resources. Programs marketing, activities, and public relations.

**1984 -1988** American Driving School, Laredo Texas  
Responsible for all daily administrative duties at this State Certified Defensive Driving School. Teacher of Driver ED Classes and Defensive Driving to traffic violators, DWI, beginning drivers from teenagers to senior citizens. Responsible for the development and implementation of seminars on safety and defensive driving which I then presented to the schools and local community groups. Co-Initiated and formed the Laredo Chapter of MADD in 1986 and have been very active in supporting and developing public awareness of the dangers of drinking and driving.

**1983 - 1986** Laredo Educational Center, Laredo, Texas  
Co-owner/Consultant Have extensively consulted on a variety of education related areas including Curriculum Development for teachers, Special Needs, Gifted, Remedial, At Risk, and other problem programs. Teacher consultant for Elementary level teachers for providing additional educational enrichment resources in their classrooms. Additionally, I presented in-service seminars for teachers and sales presentations for businesses.

**1970 - 1979** Fort Bend Independent School District, Stafford Texas  
Elementary School Teacher, in addition to teaching responsibilities I was selected to train and supervise new student teachers. I was very active in areas of adult education, English as a Second Language, Bilingual Education learning to read, and was the districts representative for the Bilingual Committee whose purpose was to obtain Federal Grants to combat illiteracy.

**1978 -1979** Toshiba America, Houston Texas  
Consultant/Part Time responsible for developing an industrial Spanish/English curriculum and program for their trans-border manufacturing company. Classroom Teacher to supervisors in charge of Spanish speaking employees.

### **\*COMMUNITY ACTIVITIES\***

**1995-2022** School Counselor/Child Advocate Community Volunteer

**1983 -1985** Laredo Chamber of Commerce, Laredo, Texas Chairman of the Education Committee- responsible for the founding of a Free Enterprise Program that was coordinated within the public schools, civic, and business communities and programs. Produced and presented seminars and speeches on the Free Enterprise System motivating the public's awareness on its benefits.

**1983 - 1986 Department of Human Resources, State of Texas**

Chairman of Appeals committee responsible for the hearing of appeals cases brought up by the state against Child Care Centers from Corpus Christ to Laredo Texas. Responsible for the proper implementation of procedures, hearings, and proceedings pending the revocation or retention of Day Care Licenses. I was the final leading authority on these determinations.

## Terri Harrold

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210-723-1792

[terriaharrold@gmail.com](mailto:terriaharrold@gmail.com)

### Education

- Bachelor of Arts in Interdisciplinary Studies, University of the Incarnate Word , San Antonio, Texas
- Master of Arts in Educational Leadership (Distinguished Graduate) St. Mary's University, San Antonio, Texas
- Freshman Studies – Sophia University, Tokyo, Japan
- T-TESS Certified
- First Time Campus Administrator Academy – Region 20
- Principals' Academy – Trinity University
- EC – 12 Special Education Certification

### \*Core Competency Training Experience\*

- 5 years' experience training pre-service, in-service teachers, and administrators.
- 19 years' experience as an Assistant Principal and Principal
- 14 years' experience as an Early Childhood Teacher.
- 7 years' experience as an Montessori Director.

### Skills

- A leader who is able to marshal resources to ensure all activities and responsibilities are done effectively
- Highly skilled in curriculum, lesson planning, supervision, management, and human resources.
- Flexible, adaptable, results driven, and committed to quality and equality.
- Committed to equity and cultural responsiveness.
- I attended Middle School High School, and my freshman year of studies overseas.

### Work History

**Youth Empowerment Services, Inc., San Antonio, Texas**

2017-present

**Human Capital Management Specialist /**

**Executive Expert Teacher Leader**

- Generated and maintained a successful partnership with Relay Graduate School of Education for their Content Master Teacher and Graduate Residents' programs.
- Responsible for all aspects of Human Capital Management for five partner Charter School Districts.
- Successful with Graduate Resident program where my trainees obtained either teaching positions or teacher or record positions.
- Worked with five partner districts to assist in sustainability in human capital management and equity.
- Provided training for individuals seeking teaching positions. I have provided training in areas such as, but not only, lesson planning, cultural responsiveness, classroom management, working with students in poverty, and transitions.

**MONTICELLO ACADEMY, San Antonio, Texas**

2015-2017

**Principal**

- Principal for a Kindergarten through 5<sup>th</sup> grade Montessori infused charter school.
- With my team, we brought our campus out of Improvement Required within one year.
- 100% success rate with STAAR goals.
- 90% student attendance rate.
- 75% teacher retention rate.
- 100% responsible for interviewing and hiring for the elementary school.
- Interviewed and hired for all of the middle and high schools of the district.
- Authored and prepared handbooks for district.
- Built corporate sponsorships.

**MOUNT SACRED HEART SCHOOL, San Antonio, Texas**

2006-2015

**Assistant Principal**

- Responsible for the education, supervision, safety, and security of the entire school, Montessori 2.5 year olds through 8<sup>th</sup> grade.
- Served as the Montessori Director
- Standardized test coordinator.
- Responsible for hiring and training faculty and staff.
- Held positions on six accreditation teams within the Archdiocese of San Antonio.
- Drama Club Director of up to 65 students in 1<sup>st</sup> – 5<sup>th</sup> grade. Authored five children's plays/musicals and produced seven children's plays/musicals.

**HOLY ROSARY SCHOOL, San Antonio, Texas**

2004-2006

**Assistant Principal and Kindergarten Teacher**

- Responsible for the administrative and academic education of students in PreK-3 through 6<sup>th</sup> grade.
- Taught Kindergarten full time as well.
- Standardized test coordinator.
- Responsible for hiring and training faculty and staff.
- Drama Club Director. Produced two musicals.

**THE ATONEMENT ACADEMY, San Antonio, Texas**

1997-2004

**Assistant Principal and Kindergarten Teacher**

- Responsible for supervision and academics for PreK through 3<sup>rd</sup> grade.
- Taught Kindergarten full time as well.
- Standardized test coordinator.
- Responsible for hiring and training faculty and staff.
- Provided support to afterschool clubs.

**Memberships**

- Association for Curriculum and Development (ASCD)
- National Association of Extension Program and Staff Development Professionals (NAEPSDP)
- Relay Graduate School of Education Advisory Board Member

# Kellen Begin

San Antonio, Tx | (832) 326-0226  
beginkellen@gmail.com

## - SKILLS -

Microsoft Office Suite | Project Management | Video Editing | Data Analysis | Marketing | Research | Clear Communication | Leadership

## - EXPERIENCE -

**Director of Communications | YES, Inc., San Antonio, TX** (05/2021) – present

- Leads the communications team responsible for all internal and external communications
- Manages multiple projects and deadlines simultaneously
- Coordinates company events and activities
- Develops company presentations, videos and promotional materials
- Spearheaded recruitment process for multiple teacher training events
- Organized and coordinated a 6-week teacher training event with 50 participants
- Administered over \$300,000 in funds for distribution to event participants

**Human Capital Management Specialist | YES, Inc., San Antonio, TX** (2/2019) - (05/2021)

- Supported partner school districts in implementation of Human Capital Management Systems
- Assisted in mentor program implementation, management and support
- Gained extensive knowledge of school systems and K-12 Curriculum

**Tutor | The East Austin College Preparatory Academy, Austin, TX** (02/2018) - (02/2019)

- Provided classroom instruction, test preparation and curriculum implementation

**School Success Manager | TeacherTalent, Austin, TX** (07/2017) – (12/2017)

- Recruited teachers to work at client school districts based on district needs using various methods
- Gained experience with data analysis and software applications in an entrepreneurial environment

## - EDUCATION -

M.S. in Sociology – Texas State University, San Marcos, TX (2017)

B.A. in Economics; B.S. in Sociology - Texas Tech University, Lubbock, TX (2010)

# ASHLEY L. RADDER

(716)- 868-1951

[Ashleyradder@gmail.com](mailto:Ashleyradder@gmail.com)

## OBJECTIVE SUMMARY

My interests are to improve the effectiveness, and quality of the people I support.

## \*CORE COMPETENCY TRAINING EXPERIENCE

Personal and Professional Awareness (15 Yrs.)  
Technology (15 Yrs.)  
Children and Adults with Developmental Disabilities (15 Yrs.)  
Crisis Intervention and Prevention (15 years)  
Professionalism and Ethics (15 Yrs.)  
Communications (4 Yrs.)  
Marketing and Relations (4 Yrs.)  
Burnout and Self Care (17 Yrs.)  
Management (15 Yrs.)  
Observation and Assessment (4 Yrs.)  
Trauma Informed Care (3 Yrs.)

## PROFESSIONAL EXPERIENCE

### YOUTH EMPOWERMENT SERVICES (YES, INC.)

2019- CURRENT

- **Human Capital Management Systems Specialist** 2019-current
- **Communications Specialist**
- **Social Media Management**
- **Website design and creation**
- **Program Development including Writing and Editing**
- **Customer support and Public Relations**
- **Facilitator for Equity Training**
- **Facilitator for Intensive Effective Educator Training**
- **Recruitment responsibilities for Effective Educators**
- **Support and Facilitator of training to 200 Educators and professional for the Greater Opportunities Permian Basin, TX.**

### COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

2004-2017

#### **Day Services Program Coordinator – Habilitation Department**

2014-2017

- **Oversight** of all Day Services Programs and 5 Managers.
- **Rotational** on-call responsibilities
- **Assist with Development of New Programs and services**

### COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

2014-2016

- **Residential Site Manager**

- Manage successfully two Individualized Residential Alternatives that houses a total of 9 individuals. Supervision and management oversight of a team of 18 employees. Handled sensitive, confidential issues with residents and staff. Rotational on-call manager responsibilities within the cluster of 5 IRAs.

**Day Services Program Manager, QDDP (Previously Lead Direct Support Professional)** 2004-2014

- **Oversight** of all Certified Day Habilitation Programs and employees.
- **Supervised** Retirement, senior Day, and Individual Programs.

SCRIPFLEET, INC. 2015-2018

COURIER

- **Delivered** pharmaceuticals for Parkview Pharmacy.

## EDUCATION

MEDAILLE COLLEGE, BUFFALO, NY

M.S. ED

CANISIUS COLLEGE, BUFFALO, NY

**Bachelor of Arts – Criminal Justice/Pre-Law**

## COMMITTEES

DDAWNY Adult Day Committee	Therap Committee	Strategies for Crisis Intervention and
Prevention- Revised- Instructor in NY (SCIP-R Instructor)		PROMOTE Program Development

## TECHNICAL SKILLS

Microsoft Office: Word, Excel, Power Point, Canva, Mailchimp, HubSpot, Therap, Basecamp, POS, Zoom, Monday.com, Conference Technology Set Up. Adobe, Acrobat, CRM,

## Dr. LaChristy Reed

San Antonio, Texas 78224

Telephone: 334-791-0480 - E-mail: [alphaomegaed14@gmail.com](mailto:alphaomegaed14@gmail.com)

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### EDUCATION

School of Education Capella University, Minneapolis, MN

**Ph.D. in Leadership in Higher Education (2017)**

Dissertation: "Overcoming Challenges: First Generation College Students Who Begin in Remedial Courses and Went on to Graduate"

### **Synopsis of my research**

This study seeks to gain a deeper understanding as to how first-generation college students overcame challenges of starting college in remedial courses that led to their successful graduation from college. This basic qualitative study explored routines and methods twelve first-generation college students utilized to successfully pass remedial high school level courses in college prior to enrolling in college-level courses that led them to achieve a college diploma. To gain understanding, the research used a one-on-one, in-depth interview with a series of open-ended questions about the participants' experience with taking remedial courses in college.

School CAPELLA UNIVERSITY, Minneapolis, Minnesota/55402  
**Post-Master Certification in Education**  
**Completion Date: November 2016**

School TROY UNIVERSITY, Dothan, Alabama/36303  
**Master's in Public Administration**  
**Completion Date: August 2010**

School TROY UNIVERSITY, Alabama/36303  
**Bachelor of Science**  
**Completion Date: May 2009**

### TEACHING PHILOSOPHY

I believe that students are like a blank slate and that my initial motivation to them learning is my constant modeling of how easy learning can be when we work together and my high availability to help them learn (Knowles, Holton, & Swanson, 2011). It is important for me to help foster an environment of learning and relationship building with my students. I believe that establishing connections with peers, the development of mentors, and connections to faculty members remain important factors for student integration (Swail, 2004). Once the student has been sparked with an interest in the learning, it is necessary that we as educators support and produce an atmosphere conducive to their learning experience.

### PROFESSION EXPERIENCE

**Hartwell University, Texas**

Position: Chief Academic Officer (2020- Present)

Job description: Serve as a member of the President's Leadership Team and participates in the university's planning, development, and evaluation of program outcomes; contribute, and adhere to department budgeting process; maintain visibility and recognition as an educational leader responsible for effective teaching,

student and instructor achievement, and a safe and healthy university environment. Leader and participate in the development and management of 40 program courses to ensure their full alignment with university goals and instructional best practices; maintain effective and timely staffing of all program courses to ensure student success; develop a team of instructors that promote effective curriculum and instruction that to ensure the academic success of students; oversee the effectiveness of instructor professional development and academic growth, developing curriculum and instructions for program courses, instructor recruitment, instructor training, Canvas technician, Classroom observation of instructors and students in the online classroom platform.

**Por Vida Academy, Texas/**

**Youth Empowerment Services, Inc**

Position: Executive Expert Teacher Leader (2017-Present)

Job description: Support, trained, and develop the program's district campus leadership members to become effective in their assigned leadership roles, work closely with the Superintendents, principals, expert teacher leaders, career teacher leaders on the campus with program implementation and facilitation of the program processes. Train and evaluation campus unit meetings(PLCs) and teacher meetings on assigned campuses, facilitate program trainings, develop and facilitate professional development, facilitate instructional coach for teacher K-12, design instructional curriculums and online courses for educators, perform teacher and principal evaluations, evaluate campus leadership team meetings and unit meetings, create/maintain weekly recorders for yearly school reports, implementation of school leadership rubrics and summary reports. Evaluate program processes.

**UOP, Pasadena CA**

Graduate and Undergraduate Professor (2015-Present)

Job description: Teaching graduate/undergraduate classes. implementing/managing class syllabus, delivering course content using a variety of teaching styles and real-world applications of concepts, planning/implementing discussions, and assignments, grading assignments, assessing grades, advising students. provide student work assessments, observe, and evaluate student performance in meeting course objectives and learning outcomes through assignments, projects, discussions, or examinations; provide feedback in a timely manner on student progress, facilitate student discussion boards, implement written assignments, provide educational guidance and instructions to help students achieve academic success.

**Teach ABC Inc. Taipei, Taiwan**

TESL Instructor and Trainer (2013-2020)

Job description: Delivering English, Language, and Reading fundamentals (vocabulary, pronunciation, grammar, listening, speaking, reading, and writing) to K-12, post-secondary and adult students, creating and organizing teaching materials, preparing student progress reports, facilitating a dynamic learning environment, enhancing students' mastery of subject matter, providing instructions and guidance to students, manage allotted learning time to maximize student achievement, maintain complete and accurate records of student progress and evidence of growth and progress.

**Alpha and Omega Educational Services, Alabama**

Educator/Administrator (2014-2017)

Job description: Supervising personal, training and oversee employees, mentoring and coaching clients, facilitating training basic computer skills, develop and facilitating literacy reading program, development and facilitating leadership and business training, implementing and oversee college enrollment programs, scheduling program trainings, management funds account, facilitating supply distribution, facilitating food distribution w/food bank, event coordinator and planning, and implement and facilitate nonprofit community events.

**State of Alabama Judicial Department, Alabama**

Certified Judicial Magistrate (2011-2015)

Job description: Issuance of arrest warrants, granting of bail in misdemeanor with the discretionary bail schedule and approving cash and professional surety bond, receiving of pleas of guilty in minor misdemeanors where a schedule of fines has been prescribed by rule, accountability to the municipal court for all uniform traffic tickets and complaints, moneys received, and records of offenses, accepting and screening affidavits of substantial hardship upon a Municipal Judge's approval and, if authorized by court order, assigning attorneys on a rotating basis from a list approved by the court, conducting arraignments and setting not guilty pleas for trial, opening court and calling the docket, granting continuances in municipal ordinance violation cases, dismissing no driver's license violations' pursuant to section 32-6-9 where the defendant shows proof of a valid driver's license at the time the citation was written, dismissing mandatory liability insurance violations, dismissing equipment violations, and any other authority as may be granted by law.

**Houston County Department, Alabama**

Correctional Deputy/Administration Officer (1998-2011)

Job description: Processing Federal documents, creating and processing jail roster, public relations to lawyers, social workers, probation officers, and general public, answering multi-telephone system, process inmates funds account, creating and maintaining legal records, appointment setting, creating documents and spread-sheets, operating computer systems, operating cash kiosk, maintaining security of the jail, operating multi-telephone and camera system, distribution of inmate dietary needs, medication distributing, maintaining daily logs and records, court officer, transporting inmate to and from court-prison-doctor's run, process inmate dockets, shakedowns, confiscating contraband, fingerprints and photographing, processing inmates for booking, and court services.

**PROFESSIONAL ORGANIZATIONS**

Capella University Ambassador	2012
Capella Alumni	2011- Present
Gamma Beta Phi Member	2008-2011
Gamma Beta Phi Publicity Director	2008-2009
Gamma Beta Phi Vice-President	2009-2011
Troy University Alumni Association	2009- Present
Troy University Ambassador	2009

**VOLUNTEER EXPERIENCE**

Adopt a mile, Participate/Member of the WW11 Honor Flights, furnished supplies to House of Ruth Battered Women Shelter, held yearly school supply drives to local teachers in various cities in Alabama & Houston County School and participant in the Dothan Downtown Festival of Murals. Facilitate/Hosted annual HIV/Aids Testing and Awareness, food drives, and drive for Nonprofits through the MOA Clinic.

**LICENSES and CERTIFICATES**

Alabama Jail Association Certificate	(2000)
Certified Jail Technician	(2000)
Certified Weapon & Baton	(2000)
Certification in Cap-Stun	(2001)
Certification in Taser	(2001)
State of Alabama Sexual Harassment	(2003)
Enrollment Management	(2010)
Certified Magistrate for the State of Alabama	(2011)
Alabama State Certified Notary Public	(2012)
Certified ESL Instructor	(2015)
City of Dothan Leadership Academy Certification	(2015)
Intensive Educator Preparation Certification	(2015)

TEFL/TOSOL Certification	(2019)
Superintendent Observer Certified	(2017)
Teacher Observer Certified	(2017)
Principal Observer Certified	(2017)
Educator Effectiveness Process	

**University Courses Created and Taught**

EDU - Introduction to Education  
 EDU - Introduction to Linguistics (Language Development)  
 EDU - Teaching Diverse Populations  
 EDU - Teaching Methods  
 EDU - Teaching Practicum Internship  
 EDU – Principles of Teaching Education  
 EDU - Cross Cultural Communications  
 EDU - Principles of Teaching in Christian Education  
 EDU - Public Communications in Ministry  
 BUS - Organizational Theory and Behavior  
 BUS - Online Education Strategies  
 BUS - Leadership  
 BUS - Organizational Behavior

**Conference Presentations & Trainings Facilitated**

Six Week Intensive Educator Preparation Presenter: 2018, 2019, 2020, and 2021  
 One Week Teacher Observation Presenter and Trainer: 2019, 2020, and 2021  
 Six- Week In-person and Virtual Educator Effective Process 2018 2019, 2020, and 2021  
 Summer Leadership Institute  
 Classroom Management  
 Classroom Transitions  
 Lesson Planning  
 Observation Rubric  
 Teacher Evaluations  
 Virtual Evaluations  
 Stress Management  
 Educator Effectiveness Process  
 Teacher Observation Training and Certification  
 Behavior Management  
 Classroom Application  
 On the Job Boundaries  
 Educator Data Systems  
 Virtual Classroom Evaluations  
 Time Management  
 Classroom Transitions  
 Principal Evaluations  
 New Members Orientation

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### Honors and Awards

Capella University Ambassador 2014  
Graduated with Distinction PMC  
Graduated with Distinction PhD  
Gamma Beta Phi National Honor Society Alumni  
Graduated with Distinction MPA  
Trouw University Alumni 2010

### State of Alabama

Leadership Academy Candidate 2011  
Certified State of Alabama Magistrate

### POST GRADUATE INTERNSHIP

Summer Quarter 2012            CAPELLA UNIVERSITY, Minneapolis, Minnesota/55402  
PhD Colloquium Track 1: Leadership in Higher Education  
***Report to Dr. John Baworowsky***

Summer Quarter 2012            CAPELLA UNIVERSITY, Minneapolis, Minnesota/55402  
PhD Colloquium Track 2: Leadership in Higher Education  
***Report to Dr. John Baworowsky***

Winter Quarter 2013            CAPELLA UNIVERSITY, Minneapolis, Minnesota/55402  
PhD Colloquium Track 3: Leadership in Higher Education  
***Report to Dr. John Baworowsky***

Winter Quarter 2013            CAPELLA UNIVERSITY, Minneapolis, Minnesota/55402  
Post-Master Certification Colloquium: Enrollment Management Colloquium  
***Report to Dr. John Baworowsky***

### Major Courses Taken

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- ED9919 - Doctoral Comprehensive Exam
- ED8122 - Statistics for Ed Research 1
- ED8447 - Adv Fund & Managing Ed Entrps
- ED7611 - Strategic Enroll Mgmt Planning
- ED7834 - Higher Education and the Law
- ED-R8010 - Enrollment Mgmt Colloquium
- ED7605 - Tech Apps to Enrollment Mgmt
- ED7609 - Enroll Mgmt Comms & Mktg Strat
- ED7607 - Financial Assist & Enrollment
- ED7855 - Higher Education Admin
- ED7603 - Effective Retention in High Ed
- ED8117 - Adv Qualitative Research Methods
- ED7601 - Higher Educ Enrollment Mgmt
- ED8112 - Educational Research Methods
- ED7540 - Leadership in Higher Education
- ED8002 - Found Theory & Practice in Doc Study

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## HIGHLY COMPETENT SUBJECT AREAS

### **Learning Management Systems:**

Canvas  
Basecamp  
Web CT  
Moodle  
ZOHO  
Blackboard

### **Software:**

MS office/Excel  
MS word  
Outlook  
WordPerfect  
Adobe Acrobat Professional  
Dropbox  
Google Docs  
RefWorks

### **Subject Matter Expert:**

Education Leadership  
Education Enrollment Management  
Education Research  
Education Curriculum  
Curriculum and Design  
Leadership Training  
Business Management  
Public Administration Management  
Education Management  
Operations Management (qualitative tools)  
Risk Management  
Organizational Behavior  
Organizational Theory  
Leadership and Management Ethics  
Strategy  
Judicial Law  
Criminal Law  
Criminal Psychology  
Correctional Law  
Diversity in the Workplace  
Research  
Public Administration  
Human Resource Management  
Business Management/Administration

# Resume

## Executive Profile

- Accomplished Human Resources Professional with proven expertise in policy and procedure development/implementation/audits, personnel training, and development, recruiting and retention and talent management
- Provided leadership, operational management, oversight and compliance, systems implementation and mentoring and coaching.
- Applied a structured approach to facilitate problem solving, identifying root causes, and guided leadership towards informed decisions.
- Ensured correct use and implementation of standard operational procedures towards organizational success.
- Identified synergies between second tier staff (teachers) and engagements to ensure cooperation across organizational strategies to add value to the organizational goals and objectives.
- Utilization of Industrial Psychology (I/O) concepts, methodologies and practices, and Employee Motivation
- Dedicated, resourceful education professional with proven ability in:
  - Human Resource Management (employee selection, training and development, performance coaching, Recruitment, Research and Analysis, Sales and Organizational Development)
  - Creating and monitoring policies and practices that promote a safe learning environment, Human Resources management systems
  - Ensuring organizational culture that encourages continuous improvements
  - Executive fiscal & Decision making
  - Tools to Manage Performance & Goals

## Accomplishments:

- 20 years Turnaround management and reorganization; motivated, mentored and lead talented professionals team using transformational leadership towards 100% effectiveness.
- 30 years -Overcoming complex organizational challenges, improved organizational work environment, and stabilize employment
- Lifelong educator
- 25 years-Accomplished Human Resources Professional with proven expertise in policy and procedure development/implementation/audits, personnel training, and development, recruiting and retention and talent management

## Education

The Chicago School of Professional Psychology -Certificate- Industrial Psychology

Walden University Doctorate- Administration & Management

Ottawa University Master of Arts- Human Resources Management

Bachelor of Arts- Human Resources Management

Arizona Notary Public

## **Appointments:**

- University of California, Irvine, DCE CX Advisory Board Member, 2022
- Zschool/University Partnership – Advisory Board Member, 2022

## **Professional Experience**

Youth Empowerment Services, Inc.

2018-2022

Restructuring administrative and leadership aspects of academic campuses; sustainability planning, support processes and procedures for improved operational performance for Texas campuses; Vendor support (processing vendor invoices and contract development) and initiate business efficiency.

## **NSync Business Solutions, LLC-- Contracted services with not-for-profits: 2007-Present**

Youth Empowerment Services, Inc.

George Gervin Prep Academy

Champion Schools/FitKids, Inc

Wilson Community Development Corporation

Dreamland Academy Performing Arts Charter School

Wellness You, Inc.

Advanced Care Team, Inc.

Tempe Accelerated High School

CR and Associates

Catholic Charities

Organizational Support Systems

Estella's Brilliant Bus

## **Charter School Leadership Experience**

George Gervin Prep Academy

2018-2019

- Provide leadership, operational management and coaching to developing leadership
- Effectively manage and support the development of members of Transformation team and business

Champion Schools/FitKids, Inc

2016-2018

- Institute many creative and cost-effective incentive and morale-boosting programs, as well as special events, programs, and a tiered awards structure that greatly enhanced employee morale and productivity
- Establish policies and procedures for all employees that reduced turnover and retained 80% of employee base

Dreamland Academy Performing Arts Charter School 2008-2012

- Successfully coordinated assigned services and collaborated with identified resources. Provided oversight and monitored assigned processes and programs which led to increase in student achievement by 48%.
- Planned and implemented evaluations of personnel and labor relations strategies leading to successful teacher compliance with policies and improvement of parent involvement.

Excel Alternative Charter Schools

2004-2006

- Served over 1000 students across two charter schools (middle and high school)
- Oversee the design of initiatives to assist teachers to develop skills to build relationships with students, families, and communities

Arizona Montessori Charter Schools

1998-2001

- Served over 900 students across two Montessori charter schools
- Determine a curriculum that best meets the needs of Discovery Charter School students and achieves desired outcomes

## **Adjunct Faculty Roles**

### **March 2022 to Present**

University of Advancing Technology  
Faculty-General Education-Business Management and Technology

### **August 2019 to Present**

Grand Canyon University  
Instructor in Strategic Management

January 2005 – August 2016

Keller Graduate School of Management of DeVry University, Charlotte, North Carolina, Adjunct  
Faculty Instructor in MBA Program: General Management, Human Resources Management  
Public Administration

2009 to 2011

University of Phoenix --Adjunct Faculty  
Instructor within the graduate programs of Human Resources, Management and Business courses.

April 2006 – May 2011

North Central University  
Prescott Valley, AZ --Adjunct Faculty, Doctoral Program

Instructor within the doctoral programs of Human Resources, Management and Business courses.

January 1998 - August 2005

Ottawa University (Bachelors (BBA) and Masters (MBA) programs)  
Adjunct Faculty-Phoenix Arizona, Tempe Arizona, Glendale Arizona, Brookfield, Wisconsin.  
Instructor at Graduate and Undergraduate programs in Human Resources Management and  
Business courses.

Ottawa University International Program (BBA) and MBA  
Taipei, Taiwan, Beijing, Singapore, Kowloon, Hong Kong and Malaysia.

January 2001 - May 2001

Lakeland College (Undergraduate)  
West Allis, Wisconsin  
Example Undergraduate Courses:  
Management  
Leadership and Development and  
Business Research

March 2000

Cardinal Stritch University  
Wisconsin

Approved for Management and Business Courses (undergraduate)

June 1996

Maricopa Community College, Phoenix Arizona --Lifetime Adjunct Faculty

# C YVETTE THOMAS

✉ ythomas@yeseep.org

☎ (773) 294-1873

📍 San Antonio, TX 78218

## PROFESSIONAL SUMMARY

Patient and friendly Early Childhood Specialist with 20 years of experience. Hardworking with adaptable nature and solid social emotional background. Expertise in team leadership, supervise and led peace circles.

## SKILLS

- Complex Problem Solving
- Decision Making
- Parent Communication Service

## EDUCATION

**Chicago State University**  
Chicago, IL

*No Degree:* Teacher

- Continuing education in Early Childhood

**Roosevelt University**  
Chicago, IL • 05/2004

*Bachelor of Science:* Early Childhood Education

**Roosevelt University**  
Chicago, IL • 05/2004

*Early Childhood Special Ed. Endorsement:* Early Childhood Special Education Endorsement

## \*COMPETENCY TRAINING EXPERIENCE\*

Leadership Development including succession, and sustainability planning (15 years)  
Establishing and Maintaining an Effective Organization (12 years)  
Observation, Assessment, and Documentation Health, Safety, and Nutrition(10 Yrs.)  
Observing and recording children's behavior.(10Yrs.)

## WORK HISTORY

**Youth Empower Services Inc (YES) - Head Start Specialist**  
*San Antonio, TX • 08/2021 - Current*

**Youth Empowerment Science Inc (YES) - Educational Specialist**  
*San Antonio, TX • 10/2019 - Current*

- Follows all company policies and procedures to deliver quality work.
- Listens and responds to school leaders' requests and forwards necessary information to superiors.
- Interprets school leaders' needs and introduces services to fit specific requirements.
- Attends training programs to deepen professional skillset and assists in training fellow store associates on existing and new training programs.

- Provides personalized campus service by meeting each leader with training and professional development trainings making sure all required protocols are understood.
- Provides suggestions for and actively participates in improving leaders' skills, and execution of all program's requirements

**Chicago Public School (Leif Ericson School) - Pre-School for All Head Start Program**

*Chicago Illinois, ILLINOIS • 10/2014 - 06/2019*

- Maintained high-quality childcare standards based on developmentally appropriate practices.
- Supervised childcare workers and oversaw facility to meet state requirements for education and training.
- Oversaw safety requirements, inspection and certification procedures to facilitate annual licensing review.
- Attended professional meetings and conferences to maintain and improve professional competence.
- Collaborated on strategies to enhance student learning and behavior alongside parents and teaching staff.
- Implemented school policies, procedures and systems to promote safe and healthy environment in compliance with state standards.
- Monitored students' progress and provided students and teachers with assistance in resolving problems.
- Reviewed curriculum to evaluate success and recommend and implement changes.

**Chicago Public School - Substitute Teacher, K-12**

*Chicago Illinois, ILLINOIS • 09/2012 - 06/2014*

- Organized and cleaned teaching areas after daily use to maintain high standards for returning teachers or other substitutes.
- Leveraged classroom discussion strategies to engage students, promote topics and boost learning opportunities.
- Helped students develop life-long learning skills and good study habits.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.

**Chicago Public Schools (McNair Elementary School) -  
Head Start Teacher**

*Chicago Illinois, ILLINOIS • 12/2008 - 06/2012*

- Organized activities to teach preschool children foundational learning skills such as letters and numbers.
- Helped new preschool children get used to classes by giving one-on-one support.
- Protected children in-class, at recess and off-site with observational skills and positive reinforcement for good behavior.
- Increased student satisfaction by frequently communicating with students about needs and adapting lessons to interests and classroom progress.

**Chicago Public School (Courtenay Language Arts) -  
Early Childhood Special Needs Educator**

*Chicago Illinois, ILLINOIS • 09/2004 - 06/2008*

- Helped with home management tasks, meal preparation, grocery shopping and routine cleaning.
- Created lessons plans to support learning abilities that aligned with their IEP Plan.
- Kept students engaged in social emotional activities
- Created assessment strategies to analyzes student process
- Facilitated school trips that helped support students' knowledge of community

**KinderCare Learning Centers - Supervisor Infant and  
Toddler Room**

*Chicago Illinois, United States • 08/2001 - 05/2005*

- Maintained instruments and tools to help team complete maintenance tasks quickly and with accurate outcomes.
- Supervised ongoing daily production phases.
- Located and resolved problems with team production and performance to maintain consistent quality levels.
- Collaborated with other leaders and executives to direct workflow and support operations.
- Planned, organized, and monitored resources to deliver efficient use of labor, equipment, and materials.