

# Jacqueline R. Reed

1046 Monarch Drive, Lewisville, TX 75067 Cell 469-371-4622  
 Email: reedjackie15@gmail.com Website: jackierreed.net

*Professional Goal – As elementary school administrator, help further the shared vision for achieving high levels of student success through improved instruction, engaged learning for children as well as adults, and collaborative work with all members of the school community.*

- Core Values:
- Decisions Made with Children First
  - Positive, Cohesive Campus Culture
  - Learning Organization
  - 21<sup>st</sup> Century Learning Model
  - Higher Level Thinking & Creativity



## Assistant Principal Clear Creek Elementary - KISD

- \* **Major Responsibilities** (SY 2014-15)
- Collaborated with principal, diagnostician, teachers and parents to meet students' special education needs.
  - Administered 504 program to meet the needs of students with 504 disabilities.
  - Coordinated all campus TELPAS testing & requirements for ESL students.
  - Evaluated & coached teachers through PDAS & walk-throughs.
  - With counselors, worked with military families helping w/difficult challenges.
  - Addressed Discipline & Behavior Mgt.
  - Interviewed job applicants.

## Assistant Principal Bluebonnet Elementary – LISD (split)

- \* **Major Responsibilities** (SY 2004-08)
- Facilitated and coordinated all RtI teams to enhance student success with effective interventions.
  - Collaborated with district curriculum support directors, alongside teachers, to ensure best practices across all curriculum areas. Spearheaded PLCs.
  - Conducted grade level leader meetings.
  - Encouraged teachers' development through PDAS evaluations.
  - Conducted ARD meetings and worked to ensure students' growth & success.
  - Campus Testing Coordinator.

## Assistant Principal Castle Hills Elementary- LISD (split)

- \* **Major Responsibilities** (SY 2004-08)
- Provided on-going Balanced Literacy Staff Development for all teachers K-5.
  - Coordinated all extra-curricular programs including Mad Science, Legos & Chess Club.
  - Facilitated parent participation including PTA and activities related to parent involvement.
  - Collaborated with stakeholders in Building Leadership Team (BLT).
  - Conducted ARD meetings.
  - Led all school operations in principal's long-term absence due to illness.

*My primary AP responsibilities are listed above. Please see page 2 for a chart which summarizes my experiences as an exemplary educator. When combined with other areas of my professional life, these experiences have informed my thinking, understanding and know-how, propelling me on my journey to being a high-performing, highly successful elementary school leader.*

## Direct Teaching Experience

- ❖ Instructional Technology teacher and coach at Hebron Valley Elementary School. LISD. SY '08-'14.
- ❖ 4<sup>th</sup> grade teacher at Hedrick Elementary School, Title I, ESL and Bilingual campus. LISD. SY '02-'04.
- ❖ 6<sup>th</sup> Grade Lang Arts and remedial math teacher at Hedrick Mid School. LISD. Title I & ESL campus. SY 1998-'02.
- ❖ 3<sup>rd</sup> Grade teacher at Creekside Elementary School, Title I, ESL and Bilingual campus. LISD. SY 1997 - 1998.
- ❖ 2<sup>nd</sup> Grade teacher at J. W. Ray Elementary School, Title I serving severely economically disadvantaged population. Dallas ISD. SY 1994 to 1998.

## Education

- ❖ Texas Woman's University. Doctoral Candidate in Reading and Educational Leadership, began Fall 2012.
- ❖ Texas Woman's University. Principal Certification Masters Equivalent, August 2002, GPA 4.0.
- ❖ University of California at Los Angeles (UCLA) Master of Business Administration (MBA).
- ❖ Michigan State University Bachelor of Science in Public Affairs Management.



## Ongoing Journey of Professional Improvement - Highlights

SY 14-15 – Member of KISD Instructional Rounds Cohort. Met six times throughout school year & visited many classrooms at different campuses. Purpose: increase instructional effectiveness throughout schools & the district.

SY 14-15 – Active membership & involvement in online community, “The Principal Center” for high performance leadership.

SY 13-14 – Selected as part of LISD 21<sup>st</sup> Century Learning Cadre and Collaboration team. Purpose: increase district and campus capacity.

SY 13-14 – Completed week’s training and became certified Google educator. Purpose: Increase student & teacher mastery.

SY 13-14 – Completed extended book study with online PLC of Alan November’s Who Owns the Learning.

SY 12-13 – Texas Computer Educators’ Assoc. (TCEA) certification as a 21<sup>st</sup> Century Educator. Online PLC and classes to enhance understanding needs of 21<sup>st</sup> Century Learners.

SY 12-13 – Completed LISD AP Academy culminating w/superintendent presentation related to Strategic Design goals.

SY 12-13 - Began PhD study of reading.

SY 11-12 – Completed Technology Academy with week’s training & follow-up meetings.

SY 11-12 – Graduated from year long study of LISD Teacher Leader Academy Cohort. Shadowed 3 district leaders.

SY 10-11 – Became ESL certified.

SY 10-11 – Graduated from year long LISD Leadership Academy.

## Points of Pride Highlights

- Active leadership in cultural diversity committee which awarded cash prizes to students in annual MLK art and essay community event. Coordinated with community members, parents and students.
- At PD conference, trained teachers on various apps for seamlessly integrating educational technology (e.g. Symbaloo, Thinglink, Educreations, Padlet & others).
- Wrote and was awarded a \$1,000 Grant for instructional technology project entitled “A Picture is Worth 1000 Words”. Purchased digital cameras and video equipment.
- Voted by peers as “Teacher of the Year” 3 times on 3 campuses and nominated as “AP of the Year” twice.

## Experience in Business

- Hughes Aircraft Company – Los Angeles, CA – Budgeted, forecasted and analyzed actuals for large government contracts. Completed variance analysis for executive management review.
- Citigroup Corporation, New York, NY – Analyzed financial statements, including cash flow availability of FORTUNE 500 companies, to determine multi-million dollar loan risks. Computed ratio analysis & modelled conditions for loans. Performed corporate valuation analysis. Summarized industry research.
  - Reed-Mathieu Consulting – Dallas, Texas - As an independent contractor to Resolution Trust Corp (RTC) analyzed & pooled troubled, commercial loan portfolios for salability in secondary financial markets.