

William Todd Duncan, Ed.D

1001 Leadership Place

Killeen, TX 76549

(254) 519-5418 O

Education and Certification

Doctor of Education, Educational Leadership-Urban Superintendency
University of Southern California. Los Angeles, California

Master of Education, Curriculum and Instruction (Bilingual Education)
University of Texas. Austin, Texas

Bachelor of Arts, Liberal Studies (History Concentration)
California State University, Long Beach. Long Beach, California

California State Administrators Credential (Professional Clear)

California State Multiple Subjects Teaching Credential-Pk-8 (Professional Clear)

Texas State Mid-Management Certificate (Life)

Texas State Teaching Certificate-PK-8 (Life)

Texas State Advancing Educational Leadership (AEL) Certificate

Texas State Advancing Educational Leadership (AEL) TOT Certificate

Texas State Texas Teacher Evaluation & Support System (T-TESS) Certificate

Professional Profile

- More than 30 years experience in administration, bilingual and mainstream instruction
- Experienced in facilitating organizational and instructional change and improvement
- Bilingual—speaking, comprehending, and writing both English and Spanish
- Successfully directed musical activities of several schools for showcase in district fine arts programs
- Accelerated growth of “at risk” students 2.2 years in one year at Lynwood Unified School District
- Facilitated the improvement of student achievement levels by 20 percentile points and 1 stanine as measured by norm referenced standardized tests
- Led elementary school to 107 points growth on California state Academic Performance Index in one year and over 160 points over 3 years

HONORS & PROFESSIONAL AFFILIATIONS

Henderson Academic Scholarship 1994

Title VII Scholarship for Multilingual Studies Fall-Spring 1993

California State Teacher Internship Program Fall 1979- Spring 1981

(One of seven participating school districts in the state. Awarded one of only two open positions.)

Member of Bilingual Educations Students Organization

Member of Mo Iota Epsilon (Minorities in Education)

TEACHING EXPERIENCE

TEXAS A&M UNIVERSITY CENTRAL TEXAS, Killeen, Texas

2013-Present

Assistant Professor, Educational Leadership

Taught graduate level courses for the Masters in Educational Leadership/Principal Certification Preparation Program.

Coordinator-Educational Leadership Department

Courses Taught:

Foundations of Educational Leadership EDLD 5300. The study of the foundations of educational leadership examined through overview of the role of school leaders in today's public schools. Students utilize the lenses of power, influence, ethics, and leadership theory to compare their personal diagnoses of leadership and learning to the knowledge and skills needed for learning leadership in PreK-12 schools.

Research in Schools EDLD 5301. The course provides aspiring principals with opportunities to strengthen knowledge and skills necessary to become critical consumers and producers of research. The course utilizes literature on educational research, research methods, and action research so that students will become developers of quality research impacting school improvement. Specific resources used in the course are the required texts, problem-based learning activities, interactions with peers/practitioners in the field, personal experience, and resources provided by the instructor.

Legal Issues in Education EDLD 5309. The *purpose* of this course is to provide aspiring principals with the opportunity to study legal issues impacting the administration of prek-12 schools. The ethical application of legal principles found in relevant constitutional, statutory, administrative, and case law is used to determine operation, organization, and administration of prek-12 schools. Special emphasis is placed on the relationship of state and federal law.

Leadership of Effective Instruction EDLD 5316. The study of instructional leadership emphasizes the appropriate use of instructional practices within the framework of theory and research to enhance organizational effectiveness and improve school culture. The course provides practical and relevant examples from the field of education with a balance of research to allow students to engage in the difficult decisions and challenges faced by 21st century school leaders.

Leadership in Campus Resources EDLD 5342. The study of school resources in support of school improvement. An integrated continuous improvement system supported by optimal allocation of

financial, human, technological, facility, time, and other campus resources provides the focus for development of a safe and engaging school learning environment.

Leadership of Curriculum Systems EDLD 5345. The course is designed to support informed instructional leadership by exploring the major areas of curriculum management (development, alignment, integration, implementation, and evaluation) to better link students' developmental needs with high levels of learning. This course encourages participants to shape their own thinking about curriculum and instruction from a systems perspective.

Educational Leadership Applications EDLD 5360. The capstone study of leadership theory in elementary and secondary schools emphasizes the application of theory to administrative practice at the campus level. Critical issues and problems are examined and analyzed through the use of case studies, problem-based learning projects, and assessment-related activities. Prerequisites: Completion of a minimum of 24 semester credits of EDAD coursework or approval of School of Education Director.

Practicum for the Principalship EDLD 5392. The principal practicum is designed to provide participation in, and discussion and supervision of a variety of professional activities in the area of school principalship preparation. The student will be required to demonstrate competence in the performance of professional principal/assistant principal-related duties/tasks as the culminating experience in the Texas A&M University-Central Texas principal certification program.

Internship for the Superintendency EDLD 5397. Interns are provided a semester-long internship practicum experience. The internship is a capstone experience designed to maximize the intern's opportunities to practice and refine knowledge and skills required for building-level leadership. Interns submit an internship plan that is approved by both the on-site mentor and the intern supervisor. This course utilizes the literature and research studied during the courses taken as part of the TAMUCT superintendent certificate preparation program.

Educational Planning and Facilities Development EDLD 5335. This course engages students in a study of and planning for major administrative systems in public schools including transportation, distribution and food service systems, energy management, health services, security, facilities, and safety-related issues. Strategic planning is used to organize resources that support the implementation of the school district's vision and purpose focused on teaching and learning.

WAYLAND BAPTIST UNIVERSITY, San Antonio, Texas

2011-Present

Adjunct Professor-Taught graduate level courses for the teacher preparation program and educational leadership program.

Courses Taught:

Classroom Management: This is a graduate level course in preparing pre-service teachers to develop classroom management skills.

Elementary Literacy and Phonics Instruction: This is a graduate level course in early literacy acquisition Pre K through third grade. Students learn research based instructional strategies for effective pedagogy in foundational literacy instruction.

Texas School Law (online): This is a graduate level course that provides prospective administrators with an understanding of the Texas Education Code and Family Law Code. The students will have a working knowledge of their rights and responsibility under Texas education law and how to best interpret court orders where the school business intersects with child custody issues.

Campus Business Management: This is a graduate level course that prepares prospective administrators to understand the key elements of preparing and managing a school site budget. This course heavily emphasizes the importance of ensuring that school budgets are aligned with school vision, program goals, and instructional improvement. Another area of emphasis for the course is the principal's effective communication with all stakeholders within the organization and throughout the community.

CONCORDIA UNIVERSITY TEXAS, San Antonio, Texas
2011-2012

Adjunct Professor-Taught classes in the educational leadership program toward the completion of the Master's Degree in Education and the mid-management administrator certification for the state of Texas.

Classes Taught:

The Principal as Resource Leader/School Finance: This course is designed to prepare the aspiring principal to effectively manage school resources, create a climate conducive to effective instruction, and have an introduction to the principles of school finance.

Legal Foundations of Education: This is a school law class which provides aspiring administrators with a working knowledge of the Texas Education Code.

Assessment and Evaluation in Education: This class prepares aspiring instructional leaders to understand the role of assessment and evaluation in the instructional process.

Classroom Teacher as Researcher: This is a research design class designed to guide students toward the development of their master's thesis or doctoral dissertations.

Teacher as Instructional Leader: This is a course in leadership development with the objective of having students recognize and develop leadership skills.

UNIVERSITY OF TEXAS HOUSTON HEALTH SERVICES CENTER, Houston, Texas
Texas School Ready Mentor

2013-2013

Under a statewide grant provided instructional support for PK teachers. The grant is aimed at providing research based literacy and numeracy readiness skills for low-SES 3-5 year olds. Observed classroom teachers and helped them reflect on their practice and support them in their improvement goals. Assisted teachers in the use of assessment data to set instructional and pedagogical goals. Provided bi-weekly seminars to teachers on early childhood literacy instruction.

UNIVERSITY OF TEXAS AT AUSTIN, Austin, Texas

1993-1996

**Graduate Teaching Assistant-
Classes Taught**

Early Literacy Acquisition: Assisted Adjunct Professor as co-instructor in class.

University Supervisor of Student Teachers: Successfully guided the development of University of Texas seniors through their final field experience block. Directly responsible for the strong development of student teachers' pedagogical skills through creative development of instruction presentations, materials, and lesson planning.

LYNWOOD UNIFIED SCHOOL DISTRICT, Lynwood, California

1989-1992

Classroom Teacher-Successfully increased achievement scores of bilingual education students as measured by state language scale examinations. At risk students demonstrated 2.2 years academic growth in one year as measured by norm referenced tests. Active in school based leadership team which provided direction for academic programs.

LYNWOOD UNIFIED SCHOOL DISTRICT, Lynwood , California

1981-1984

Classroom Teacher-Managed classrooms at two different school sites at various grade levels. Successfully directed musical activities of several schools for showcase in district fine arts program. Improved student achievement levels by 1.5 years as measured by standardized tests. Improved language classification levels of non-English proficient students in each academic year.

ADMINISTRATIVE EXPERIENCE

Texas A&M University-Central Texas, Killeen, Texas

2015-2016

Graduate Coordinator for the Superintendent Certification Program: As the Coordinator for the Superintendent Certification Program authored the application to the Texas Education Agency to provide the certification program at Texas A&M University Central Texas. The application provided a blue print for how the program would be conducted and assurances that the program would meet the rigorous standards set by the Education Agency. The application was approved by the Texas Education Agency

permitting the university and the College of Education to provide superintendent certification. A copy of the application is provided as a representative artifact of this task. As coordinator was responsible for leading the recruitment efforts to bring new cohorts of students into the program. Responsible for coordinating curriculum preparation and changes. Lead collaborative efforts for ensuring program pedagogical efficacy. Responsible for placement of students in the practicum and supervision of the practicum experience

2016-2017

Chair Department of Educational Leadership: Responsible for ensuring course assignments for all department faculty. Also responsible for faculty evaluations to include classroom observations and faculty conferences related to teaching goals. Provided leadership toward resolutions to difficult situations faced by students and faculty. Served as liaison between the college of education and local school districts.

Graduate Coordinator for the Masters in Educational Leadership with Principal Certification: As coordinator of this degree and professional certification program was responsible for leading the recruitment effort for student cohort development, ensuring curricular development and improvement, student advising, and program efficacy. In effort to substantiate the efficacy of the Educational Leadership program was responsible for guiding the program through a thorough program review and providing a program review action plan document to the Provost's Office. The action plan document served as a model for all of the departments and programs across the university. As Graduate Coordinator was responsible for representing the College of Education and the Educational Leadership Program on the Graduate Council.

DATA EDUCATIONAL CONSULTANTS, Riverside, California

2008-2009

Chief Consultant-Provided professional development and coaching for administrators and teachers in the area of data analysis and assessment development. Advise site level managers on the effective use of data to improve student grouping and programmatic placement, evaluate instructional programs, and ensure effective use of Title I and compensatory educational expenditures.

THINK TOGETHER, Santa Ana, California

2006-2007

General Manager, Inland Empire Region-Established after school programs in 41 plus schools in 7 districts across San Bernardino and Riverside Counties. Responsible for establishing a regional office which included the hire of 3 area supervisors, human resource manager, recruiting manager and team, 41 school site coordinators and close to 200 part time program leaders. Worked intensively with assistant superintendents and curriculum directors in each of the school districts to assist them in acquiring state funding for the after school education and safety program (ASES) and developing protocols for smooth implementation of the grants and program once funded. Supervised all personnel to ensure effective and high quality program initiation and delivery. Given that there was a very short time line between grant application and implementation deadlines for the state, the inland empire region experienced rapid and smooth implementation as measured by nearly 100% satisfaction feedback from principals and district level directors reporting from all districts.

Responsible for management of 1 million dollar budget used to develop and maintain the operations of the inland regional office.

OAKLAND UNIFIED SCHOOL DISTRICT, Oakland, California
2005-2006

Coordinator of Curriculum Based Assessments-Effectively coordinated the development and revision of benchmark assessments for all curricular areas to ensure strong links to academic standards. Developed models, processes and tools for reflecting on assessment results to guide instruction. Developed training modules to help teachers and administrators access data and create intervention strategies using assessment processing software program. Conducted successful professional development workshops with school sites around the meaning of assessment data and the importance of ongoing curriculum embedded assessments to the instructional process. Worked extensively with site administrators to build their capacity to reflect on results to support instructional planning and professional development for their teaching staffs. Facilitated greater collaboration between Instructional Services and Research and Assessment in order to develop effective communications to site leaders and instructional coaches regarding the links between assessments and instruction to improve student achievement. Effectively managed assessment logistics staff to ensure timely dissemination, collection, scoring and reporting of benchmark assessments.

JURUPA UNIFIED SCHOOL DISTRICT, Riverside, California
1998-2005

Administrator, Research and Assessment-Responsible for district-wide program evaluation, research and assessment to evaluate student achievement and instructional effectiveness. Provided data analysis for district level administrators and principals. Provided pertinent data streams for evaluation of curriculum and program effectiveness. Provided timely research regarding effective instructional practices and other relevant research regarding educational processes.

Principal-Instructional leader of semi-urban elementary school. Managed continuous improvement in academic achievement of traditionally low achieving school. Increase of 20 percentile points in math and reading scores as measured by SAT-9. Led change to more cohesive standards based instructional program for reading. Led school to growth of 107 points in one year as measured by the California Academic Performance Index (API).

BANNING UNIFIED SCHOOL DISTRICT, Banning, California
1996-1998

Principal-Instructional leader of semi-urban middle school. Successfully coordinated the written articulation of the school curriculum and the development of the district criteria exam for middle schools. Successfully guided school to candidacy status for WASC accreditation.

OTHER EXPERIENCES

NEW YORK LIFE INSURANCE COMPANY, San Bernardino, California
2009-2010

Account Executive-Provided guidance and analysis of financial portfolios for clients. Offered a mix of insurance and investment instruments to meet the current and future needs of client base.

COM SYSTEMS, INC. Van Nuys, California
1988-1989

Sales Associate-Led team in high-volume sales campaign. Led associates in sales as department experienced an immediate increase in sales volume in the first three months. High one call close ratio of 80%. Effective customer relations.

FINANCIAL SERVICES, LTD., Long Beach, California
1986-1988

President-Managed an aggressive and diverse firm which offered a mix of financial services from insurance needs to real estate investment. Built client base which increased by 40% over 24 months. Conducted profitable group seminars for educators, hired and managed staff, directed new business development.

COMPUTER SOFTWARE ANALYSTS, INC. Inglewood, California
1984-1986

Director of Marketing-Advanced rapidly from Marketing representative developing and marketing technical and non-technical educational software programs to the U.S. Government, school districts, and private sector training centers. Provided in-service training on educational software products to entire client base. Increased department sales by 33% while training and supervising junior staff. Wrote numerous proposals for new business, opened new territory and lifted several accounts to national level.

Service

Departmental:

Texas A&M University-Central Texas

- Coordinator of the M.Ed. in Educational Leadership with Principal Certification Program. Coordination of all program activity. Lead recruitment and student program application efforts for the program. Ensure compliance with Texas Education Agency Requirements.
- Coordinator of the Superintendent Certification Program. Coordination and co-writing of the application to the Texas Education Agency to offer the Superintendent Certification through Texas A&M University-Central Texas. Coordinating and evaluating curriculum and instruction for the program.
- Educator Preparation Council Member

- Search Committee for Accountability & Certification Officer/Assistant Professor Fall 2014
- Lead professor for assessment preparation for Texas certification. Led students to a 97% + - pass rate on state principal exam.
- Served as University Supervisor for students in administrative practicum at various campuses in Bell County and Lampasas school districts.
- Search Committee for Assistant Professor Curriculum and Instruction Spring 2019

University:

- Elected to Faculty Senate for 2014-2016 School Years
- Faculty Senate Subcommittee: Faculty Affairs 2014-2015 School Year
- Faculty Senate Subcommittee: Faculty Com Com 2014-2015 School Year
- Search Committee for Graduate Admissions Coordinator Summer 2014
- Graduate Council 2016-2017 School Year
- Graduate Council Curriculum Committee 2016-2017 School Year
- Commencement Committee 2014-2016 School Years
- University Development Education Council 2017-2018, 2018-2019 School Years
- University Export Control Committee 2017-2018, 2018-2019 School Years

Community:

- TAMUCT Representative for Killeen ISD IMPACT Mentor Program 2016-2017 School Year
- Sunday School and Bible Teacher, First Baptist Church, Temple 2014-Present
- Praise Team Worship Leader, Calvary Baptist Church, 2010-2014
- Sunday School and Bible Teacher, Calvary Baptist Church, 2010-2014
- Past President , Jurupa Districts Lions Club 2003-2004
- Past President, Board of Directors, Jurupa Valley Boxing Club 2003-2005
- Bi-vocational Pastor, Fellowship of Grace Community Church, 2008-2009
- Associate Pastor, Grace Communion International Churches, 1999-2007

Scholarship

Peer Reviewed Presentations

Texas Association for the Education of Young Children (TAYEC) Annual Conference. October 2013.
Family Involvement in Emergent Literacy.

Annual International Conference on Teaching and Learning Texas Southern University. June 16-19, 2014.
Research Paper. Duncan, W.T., Colvin, L.E. *Principal Involvement in Early Childhood Literacy Instruction Alignment.*

- Poster Presentation Chancellor's Summit on Education Texas A&M System. September 28-30, 2014. Research Paper. Duncan, W.T., Colvin, L.E. *Principal Involvement in Early Childhood Literacy Instruction Alignment*.
- Southern Early Childhood Association Annual Conference. January 14-16 2015. Research Paper. Duncan, W.T., Colvin, L.E. *Principal Involvement in Early Childhood Literacy Instruction Alignment*.
- National Association of African American Studies Twenty-fifth Joint Conference. February 13-18, 2017. Research Paper. Duncan, W.T., Colvin, L.E. *Leadership and Literacy Processes in School Improvement*.
- Twelfth International Multi-Conference on Society, Cybernetics and Informatics: IMSCI July 8-11, 2018. Research Paper. Duncan, W.T., Colvin, L.E. *Leadership and Literacy Processes in School Improvement*.

Peer Reviewed Publications

- Duncan, W.T. (2002). How Effective Schools Use Data to Improve Student Achievement. Doctoral Dissertation. Alexandria, VA: VMI
- Duncan, W.T. (2015). Toward an Integration of Assessment and Instruction in Classroom Pedagogy. *National Journal for Urban Education* 8(3), 431-442.
- Duncan, W.T., Colvin, L.E. (2018). Leadership and Literacy Processes in School Improvement Creating and Supporting a Community of Success: A Case Study Examining the Principal's Role in the Reconstitution of a Campus to Transform Literacy and Learning. *Twelfth International Multi-Conference on Society, Cybernetics and Informatics proceedings published, 2, 15-20; Journal Systemics, Cybernetics and Informatics, 16(2), 23-28*.
- Duncan, W. T. (2018). The Principal's Effective Use of Assessment Data: Toward Improved Student Achievement. *Sylvan Journal, 163(8)*.
- Duncan, W.T., Hill, E., Brown, P. (2019) Adam Where Art Thou: A Look at African-American Men in Positions of Educational Leadership 65 Years After Brown. *Journal of Research on Leadership Education: Special Issue (Accepted)*.

Other Publications

- Duncan, W.T., & Eddins, B. (2014). *Proposal to Offer Post-Master's Superintendent Certificate Preparation Program at Texas A&M University-Central Texas*. Austin, TX: Author. (Required by state agency/submitted on May 20, 2014 to be reviewed for approval by State Board for Educator Certification).