

Killeen, TX

Copperas Cove, TX

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- Campus coordinator for: testing, LPAC, Campus Improvement Plan and Campus Safety and Security
- Assisted in planning and implementing staff development activities and training
- Conducted teacher evaluations
- Supervised co-curricular and extra-curricular activities

8/11/2003 TO 6/11/2004 Killeen ISD Killeen, TX
MIDDLE SCHOOL ASSISTANT PRINCIPAL

- Assisted in maintaining student discipline and promoting positive student behavior
- Conducted teacher evaluations
- Supervised co-curricular and extra-curricular activities
- Developed duty schedules for professional and para-professional staff
- Conducted ARDs, 504 meetings, and Behavior Management Program meetings
- Monitored safety and security procedures

8/7/1995 TO 7/31/2003 Copperas Cove ISD Copperas Cove, TX
SCHOOL-TO-WORK COORDINATOR/CAREER & TECHNOLOGY EDUCATION DIRECTOR

- Managed vocational budgets to include federal, state and local funds
- Developed CATE campus plan, CATE brochures and promoted programs throughout the district
- Developed teaching schedules and assisted with pre-registration procedures
- Conducted teacher evaluations
- Planned and coordinated CCHS Awards Night
- Implemented the Career Center and insured materials were kept current
- Implemented new programs and developed Tech-Prep and articulation agreements with junior colleges
- Planned and conducted staff development for the CATE department

8/29/1977 TO 5/31/1995 Copperas Cove ISD Copperas Cove, TX
HIGH SCHOOL TEACHER

- Taught math, business and office education courses
- Advisor for youth leadership organization
- Served as department chair for vocational department
- Implemented new courses—Career Internship, Applied Algebra, and Principles of Technology

EDUCATION

1999 Tarleton State University Stephenville, TX
MID-MANAGEMENT CERTIFICATION

1998 University of North Texas Denton, TX
VOCATIONAL SUPERVISOR CERTIFICATION

1983 University of Central Texas Killeen, TX
MASTER OF SCIENCE IN BUSINESS MANAGEMENT

1982 Texas State University San Marcos, TX
VOCATIONAL OFFICE EDUCATION CERTIFICATION

1977 University of Mary Hardin-Baylor Belton, TX
BACHELOR OF SCIENCE IN MATH AND BUSINESS