

**Brenda Joyce Adams**

**PROFESSIONAL GROWTH OBJECTIVE**

Enrichment & Advancement in Educational Leadership Career

**EDUCATION**

Master's Degree in Education Administration and Mid-Management Certification, Tarleton State University, (1992), Bachelor's in Music Education, University of Mary Hardin Baylor (1978) Excel Trainer of Teachers (1984)

**SKILLS AND ACCOMPLISHMENTS**

SUPERVISE and ADMINISTER the district's discipline program and attendance in order to provide sound educational support for students

PLAN, IMPLEMENT and MONITOR various instructional goals and curricular related programs, strategies and administers various local and state assessments

ASSIGN, evaluate, and promote all personnel. Collaborate and communicate with campus leaders and professional learning communities to design meaningful learning opportunities/experiences

DEVELOP, REVIEW, and REVISE the campus improvement plan with campus teams towards meeting student need. Serve as liaison between school and community in interpreting data, activities, and policies of the school; encourages community participation within the learning environment

SUPERVISE and APPRAISE professional personnel as part of TEA required professional development system process, evaluates all paraprofessional and support staff

DRAFT and PREPARE policies and procedures and regulations. MAINTAIN and control various local, state and federally funded programs. CONDUCT audits/inventories of materials/equipment as required

SUPERVISE the maintenance of all school related records including budget, registration, attendance, student academic and behavioral reports, audits, and monitoring student performance

SERVE as campus hearing officer for discipline related concerns as specified in the Student Code of Conduct. Supervise revisions of teacher action plans, student/campus handbooks dealing with parental communication/concerns according to Board policies and procedures.

PLAN and PRESENT professional development experiences and supervises training opportunities for campus administration, leadership support, teachers, and staff

RESPONSIBLE for school facilities, maintenance, safety of campus and health related issues

RESPOND to and RESOLVE parent complaints and student-related concerns.

ENSURE a warm and welcoming school climate that's conducive to student learning and growth

Brenda Joyce Adams  
Formerly: Brenda J. Alexander

**EXPERIENCES**

<b>Director of Student Hearings Killeen Independent School</b>	<b>2014-June 2018</b>
<b>Live Oak Ridge Middle School, Principal KISD</b>	<b>Opened new campus August 2002-2014</b>
<b>Nolan Middle School, Principal KISD</b>	<b>1992-2002</b>
<b>Rancier Middle School, Assistant Principal KISD</b>	<b>1992-1993</b>
<b>KISD Secondary Appraiser TTAS</b>	<b>1989-1992</b>
<b>New Teacher Induction-Trainer of Teachers KISD</b>	<b>1989-1992</b>
<b>Music Instructor Central Texas College, Killeen</b>	<b>1980-1981</b>
<b>Educator- Elementary &amp; Middle School Choir KISD</b>	<b>1978-1989</b>
<b>Substitute Teacher KISD-6<sup>th</sup> gr. Language arts/reading</b>	<b>1975-1977</b>
<b>Church Choir Director &amp; Minister of Music Ft. Hood, Killeen, Georgetown</b>	<b>1982-2003</b>