

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

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

References Available Upon Request

Former Supervisors

**Dr. Robin Champagne
Dr. Susan Buckley
Executive Director of Leadership
Killeen ISD
200 N. W.S. Young Drive
Killeen, Texas 76543**