

# JANE B. DOE

Improving Performance • Enhancing Programs • Inspiring Systemic Change

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## EXPERIENCED EDUCATOR

*...dedicated to guiding students to succeed while inspiring an insatiable passion for learning and reading*

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Visionary Leader, Bridge Builder and Licensed Educator with a Master's Degree coupled with 15 years' experience instructing secondary and post secondary education students, securing resources, and implementing effective programs. Background includes three years in the US Marine Corps.

### SUMMARY OF QUALIFICATIONS

- An **enthusiastic, creative, and passionate educator**, mentor and advisor who believes that all children can learn and thrive in a learning environment that is stimulating, comforting and appropriate to their unique talents and abilities.
- **Specializations include:** English as a Second Language (ESL) /History & English for K-12 and Adults in Community Colleges.
- **Instructional Leadership** - Use a balanced blend of motivational and targeted instruction methodologies to enhance curricula, focus on the three 'R's - rigor, relevancy and relationships.
- **Engage Parents** – Work closely with parents throughout career, repeated successes securing a high level of parental involvement.
- **Leverage Resources / Strategic Collaborations** – Work closely with district leaders and community partners to encourage parental involvement and strong community alliances.
- Utilize a **visionary approach with consistency** to help students past the threshold of *not-knowing to knowing* and develop to their fullest extent.

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## HIGHLIGHTED PROFESSIONAL TEACHING EXPERIENCE

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### CESAR CHAVEZ HIGH SCHOOL, Houston, TX

August 2001 - Present

#### **High School Instructor**

- Facilitate six classes consisting of 30 students for grades 9-12.
- Utilize multiple assessments in compliance with district and state requirements to inform instruction.
- Use innovative methods and materials to produce effective learning experiences including cooperative learning, thematic instruction and differentiation.

#### Highlighted Achievements

- Contributed to a significant increase in student performances on standardized testing.
- Provide instructional and administration leadership for the after-school mentoring program, during one semester program nearly doubled in size from 50 to 100 served. The overarching goal of the program is to assist all students using college students as mentors and resources for problem solving, critical thinking and research.
- Increased parental involvement by consulting with parents regularly.
- Enforced the "No Child Left Behind" Act through supplemental educational services.
- Mentored and coached students to help boost their confidence and competencies, as evidence by scores and completion of work.

### HOUSTON COMMUNITY COLLEGE, Houston, TX

May 1994 – May 2006

#### **Adjunct Instructor**

- Instruct continuing adult education students on English as a Second Language courses, providing various levels of instruction in grammar, conversation, reading, writing and pronunciation.
- Incorporate in-house collegiate and external resources to develop lesson plans; create and administer tests; and provide students with feedback targeting areas of improvement and align their strengths with course objectives and intended outcomes.
- Consult with adults regarding learning techniques, such as active learning, total activity approach, total physical response and suggestopedia.

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- Prepare student voice recordings and provide follow-up to improve language development and learn word definitions.

**HIGHTOWER HIGH SCHOOL, Missouri City, TX Sept 1997 – May 1998**  
**Social Studies Teacher**

- Developed daily lesson plans and testing materials; leveraged the use of technology to enhance instruction, infusing the use the latest technology to conduct research and prepare reports, including: the Internet, department websites, PowerPoint presentation software, and on-line library research.
- Served as an instructional leader by modeling high expectations for students and implementing results focused programs.
- Ensured compliances with laws, regulations, rules and policies prescribed by the Ft. Bend Independent School District.
- Taught students basic application software usage, such as Microsoft Windows, Word, PowerPoint, Internet access using various search engines through browser programs.
- Prepared assignments for student reports; assisted students in organizing and writing research findings, bibliographies and final reports.
- Implemented various classroom management techniques for maintaining student attention, involvement and discipline.
- Partnered with parents in students' success; provided feedback on students' progress and to discuss areas needing improvement and additional work.
- Chaired the "Publications Committee," compiled information for the district regarding social studies department activities.

**HIGH SCHOOL FOR HEALTH PROFESSIONS, Houston, TX Sept 1997 – May 1998**  
**Teacher (9<sup>th</sup> grade English and Speech and 12<sup>th</sup> grade Journalism)**

- Conducted classroom instruction; prepared daily lesson plans; administered tests; provided feedback on learning achievements and needs for improvement.
- Managed the publication of the school Yearbook; photographed students and events; used Internet technology for digitizing pictures for print production.

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**PART-TIME INSTRUCTOR EXPERIENCE**

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Bilingual Education Institute, Houston, TX	English Instructor	Sept 1993 – May 1999
Kaplan Educational Center, Houston, TX	TOEFL Instructor	Sept 1995 – May 1996
English Language Specialists, Houston, TX	English Instructor	Sept 1995 – May 1996

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**COMMUNITY SERVICE**

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Spring Branch Education Center, Spring Branch, TX	Instructor/Counselor	Sept 1996 – May 1998
Southwest Family Learning Center, Houston, TX May 1995	English/GED Instructor	Sept 1994 –
Refugee Services Alliance, Houston, TX	English Instructor/Case Worker	Sept 1993 – May 1994

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**EDUCATION**

**M.Ed., Educational Leadership**, University of Houston, Houston, TX - 2008

**B.S., English and History**, Houston Baptist University, Houston, TX – 1993

Work Study Program-**Computer Laboratory Instructor**: Instructed students in application software

**United States Marine Corps** - Camp Pendleton, CA & Okinawa, Japan

**ASSOCIATIONS & CERTIFICATIONS**

Texas Teacher Certification K-12; English and History

Education-Based Training for Microcomputer Technology (Certificate), Ellen Toothman & Associates

Texas Association of Professional Educators (TAPE)

Texas Teachers of English as a Second or Other Language

Morningside Homeowners Association /Board of Directors – Newsletter & Budget Mgmt Committee  
English Teacher, Big Brother Program