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CORE COMPETENCIES FOR PROGRAM LEADERSHIP

SERVICE TO OTHERS	RESEARCH-BASED ACTIONS
FOCUS ON OBJECTIVES	PROACTIVE PLANNING
STRATEGIC THINKING	SYSTEMS DESIGN
COLLABORATION	COMMITMENT

PROFESSIONAL CREDITS

1. REGIONAL EDUCATION COOPERATIVE #1 (REC-1) Executive Director

9/2018–Present

REC-1 is one of 10 regional education service centers in NM and had been closed for more than a decade. As the first director in the newly reopened REC-1, the primary goal is to rebuild REC-1 to ensure financial solvency, create added value to 6 member school districts, and provide education leadership regionally and statewide.

- Serve at the discretion of the board of directors, comprising the superintendents of 6 member school districts and president of the local college;
- Collaborate with board members and their associated leadership teams to identify and address common needs, determine and provide services, and represent their interests;
- Manage and administer state REC funding;
- Apply for and direct funding for projects that serve local needs;
- Contract with state agencies to implement statewide projects and initiatives, including procurement services on behalf of the NM Public Education Department;
- Provide communications with regional and statewide stakeholders;
- Direct the activities of the REC-1 administrative and fiscal staff; and
- Collaborate with other NM REC leadership through the REC Association of NM to promote the value of RECs and engage in statewide initiatives.

Project Director: Extending Equity into the Digital Workforce 2021–Present

Direct a 4-year, federally funded project to study engagement by early college high school students in online dual credit Information Technology courses. The project is currently operating in 8 schools statewide, with nearly 2,000 students involved in the study.

- Negotiate participation by school districts and related schools;
- Develop project evaluation protocols and implementation design in collaboration with external evaluators;
- Establish engagement, school support, and other policies and protocols;
- Facilitate external stakeholder group participation;
- Direct and support project staff related to each component of the project;
- Conduct information and data relevant to fidelity of services and full implementation;
- Collaborate with U.S. Department of Education project leadership and evaluation technical assistance teams, and prepare federal program reports; and
- Provide strategic budget management.

Project Director: Supporting Equity through Dual Language 6/2023–Present

Design, direct, and implement a Kellogg Foundation-funded project to support member districts' strengthening and implementation of locally determined dual credit programs.

- Design and develop project with flexibility to support local district control of implementation;
- Facilitate district retreats for examining and strengthening implementation fidelity of their dual language programs and models;
- Collaborate and negotiate with district and school leadership on local implementation to meet district goals and funder purposes;
- Provide strategic budget management.

Project Director: Comprehensive Navajo Dual Language 7/2020–5/2023

Design, direct, and implement a Kellogg Foundation-funded planning project to expand and enhance education services for Navajo, and other, students, from PreK through 12th grade, with focus on early childhood opportunities, dual language curriculum and expansion, and career-technical education.

- Pre-K: design and implement a PreK program assessment system in partnership with program leadership, national and state experts, and community stakeholders; foster relationships among early childhood providers to expand services;
- Dual Language: Facilitate the development of a continuum of language proficiency for guiding instruction and curriculum development to enable Navajo language mastery; collaborate with dual language teachers, experts, and stakeholders on curriculum framework development;
- Career-Technical Education: Establish plans for expanding and strengthening career technical education by triangulating student interests and industry expectations;
- Provide and facilitate professional development for dual language and early childhood educator across the region;
- Collaborate with funder representatives on project design, implementation, and modifications to maximize funding usage.
- Direct subcontractors and project staff in implementing project components; and
- Provide strategic budget management.

Project Director: Comprehensive Navajo Dual-Language Project 6/2020–5/2023

Design and direct a Kellogg Foundation-funded planning project for birth through grade 12 participants with 3 focus areas: culturally responsive early childhood development, K–12 Navajo–English dual language curriculum, and career-pathway development for emerging technologies.

- Design, apply for, and direct the comprehensive project;
- Collaborate with district leadership, community groups, and other providers;
- Hire and supervise subcontractors engaged in each project component;
- Direct administrative staff and manage fiscal responsibilities associated with foundation funding; and
- Monitor and report on project implementation.

Project Director: Computer Science for Middle School 1/2021–6/2021

Design and direct a 6-school computer coding project, funded by the NM Public Education Department. The project established after school “coding clubs” for students to learn coding and collaboration skills, and develop capstone projects.

- Collaborate with school district leadership teams to implement after-school coding clubs;
- Provide staff / club sponsor training in coding and instructional delivery
- Administer and monitor implementation, teacher and student engagement
- Direct, monitor, and administrate use of project funds at local sites;
- Lead and facilitate the end-of-year student capstone event
- Evaluate and report on project implementation.

Project Director: Next-GEN Career-Technical Education 9/2018–6/2020

Led a state-funded project to develop and begin implementation of career pathways across member districts.

- Coordinated local development and implementation of career pathways in 4 districts;
- Hired and supervised project coordinators for individual district implementation;
- Negotiated with participating districts on implementation parameters and funding use;
- Monitored funding use and administered agreements and MOUs; and
- Monitored and reported on project implementation.

2. COOPERATIVE EDUCATION SERVICES

Project Director: Striving Readers for Ruidoso Municipal Schools, NM 9/2018–4/2019

Initiated implementation of the Ruidoso Schools Striving Readers grant-funded school-to-community literacy project, funded by the NM Public Education Department. This was a position that Cooperative Education Services contracted to Ruidoso Municipal Schools. Responsibilities included identifying and addressing needs for professional development, resources, and support services; training and supervising school-based coaches; collaborating with school and district leadership; and negotiating with the Public Education Department.

3. TOTAL TEACHING SOLUTIONS INTERNATIONAL

Co-owner 5/2018–Present

Provide leadership over the development of a cooperate organization that assists school districts in hiring international teachers. Responsibilities include helping candidates acquire teaching credentials, visas, and authorizations; negotiating with state and federal officers; developing and managing contracts; communicating with teacher and school stakeholders; and developing and maintaining fiscal controls.

4. THREE RIVERS EDUCATION FOUNDATION, FARMINGTON, NM

Executive Director 7/2012–5/2018

Serve as the executive director of the Three Rivers Education Foundation, a 501(c)(3), which receives and manages federal education funds.

- Engaged in strategic planning with education partners to support research-based initiatives and services to meet the needs of New Mexico's education systems;
- Brokered services between education systems and education specialists to provide flexible and necessary education services and leadership;
- Engaged in research to identify educational needs and challenges;
- Provided strategic coordination of existing programs and acquisition of new projects to support teachers and other education initiatives; and
- Facilitated the efforts of the Foundation board and act on Foundation board interests.

Reading Intervention Coordinator: Innovative Approaches to Literacy 7/2014–9/2018

Designed, led, and monitored a literacy project through the Foundation's two federally funded IAL projects: *Building Communities that Support Children's Reading* and *Community Literacy Plus*. I designed the projects and wrote the funding proposals, but served primarily as the director of the tutoring intervention services project component, through distributed leadership comprising 15 local coordinators. The tutoring component of the projects served about 3,500 students per semester (20,000+ over time), via 800 tutors, across 4 states. Students made an average growth of 1.2 grade levels in reading per semester of tutoring.

Project Director: Promoting Action in Children's Education (PACE) 7/2014–9/2018

Designed and directed a federally funded project to improve the fitness, health, and nutrition of students in the Bloomfield Public Schools, a rural community with 3,000 students. Designed and provided professional development opportunities, supervised 3 hires, developed health and nutrition guidance, and monitored and reported project implementation.

Project Supervisor: Borderlands High School Equivalency Project 7/2015–9/2018

Supervised project leadership of this federally funded project to assist migrant and farm workers from diverse populations gain their GEDs, work skills preparation, and academic preparation for college-level coursework; provided policy level support and oversaw all aspects of implementation, monitoring, and reporting, including fiscal controls.

Project Director: Health Empowering Academic Learning for Mesa Vista Consolidated Schools

Served as the director for this federally funded Elementary and Secondary School Counseling project, managed by the Three Rivers Education Foundation. The purpose of the project was to increase students' pro-social behavior and, thereby, academic achievement. This was a 0.13 FTE to include supervision of project staff, design and delivery of professional development; monitoring and reporting, and collaboration with district leadership.

Project Director: Four Corners Teaching American History for Farmington Municipal Schools

7/2012–10/2014

Served as the project director for this federally funded professional development project managed by the Three Rivers Education Foundation. The purpose of the project was to increase teachers' understanding of history concepts and facts, with resulting increases in students' achievement in history. Responsibilities included designing and providing teacher professional development, budget management, project evaluation and reporting, and supervision of project staff.

5. INTERNATIONAL MENTORING ASSOCIATION

7/2012–6/2014

Executive Director

Served as the executive director of the IMA, to include the preparing and implementing the IMA strategic plan in collaboration with the international board of directors. Key duties included increasing value to members through expanded services and opportunities, increasing membership; and developing systems for expanding IMA leadership internationally.

6. EDUCATION CONSULTING, PROGRAM DEVELOPMENT, AND MANAGEMENT

Assist local and regional efforts to improve educational outcomes for students through program facilitation, management, and consultation; program evaluation; and professional development. Assist in the design and implementation of state and federal programs to increase student achievement and program success. *Sample services follow.*

Borderlands High School Equivalency Project-evaluation 2020

Analyzed project implementation data, both qualitative and quantitative data, to prepare federal evaluation reports and inform project leadership of strengths, weaknesses, and recommend project modifications; conduct quasi-experimental research of project outcomes relative to a control population of other organizations' typical service models.

Taos Independent Schools, K–12 Reading Consultant 2018

Provide professional development in reading skills and instruction for K–12 teachers: “You made us feel safe while helping us learn about reading and teaching reading.”

Native American Career and Technical Education Program–evaluation 2009–2012

The Native American Career and Technical Education Program (NACTEP) was a federally funded initiative of the Council of Athabascan Tribal Governments, in Fort Yukon, AK. I served as the external evaluator to this critical 5-year program. This responsibility included designing and implementing evaluation strategies, and preparing evaluation reports, findings, and evidence to communicate program outcomes. Analysis included participant engagement, desired outcomes, and financial accountability.

Dulce Independent Schools, NM–curriculum development 2011

Facilitated the development of K–12 curriculum in Math and Language Arts, working with approximately 25 teachers and school and district administrators to vertically articulate skill development, determine assessments, and identify effective learning strategies.

Dulce Independent Schools, NM–evaluation and instructional audit 2010

Conducted a full audit and assessment of the district's Educational Plan for Student Success to determine the degree of implementation. Assisted the district in meeting state reporting and evaluation requirements. Provided consultation on effectiveness of strategies and to identify areas for program growth.

New Mexico Reading First Initiative–training and evaluation 2005–2006

Provided training on the delivery and use of the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) diagnostic assessment, data analysis, and application. Participated in the development of program evaluation plan for the initiative. Assisted in program evaluation and reporting.

Cuba Independent Schools, NM–program development 2005

Directed the development of a native language curriculum. Facilitated the work of Navajo language teachers to create a Navajo language curriculum for student in grades K–12.

Albuquerque Public Schools, NM–evaluation and program development 2005

Assisted in the development and implementation of an inter-disciplinary curriculum focused on career pathways. Participated in development of the evaluation plan for the program.

NM Educational Cooperative VII Reading First Initiative—evaluation 2004–2006
Assisted in the evaluation of a Reading First initiative designed to improve early literacy for children in partnering districts. Assisted in the development of the evaluation protocols, tools, and measures. Conducted pre-literacy assessments, analyzed data, and prepared reports of evaluation findings.

Central Consolidated Schools, NM—program development 2004
Directed the development of a native language curriculum. Facilitated the work of Navajo language teachers to create a Navajo language curriculum for student in grades K-12.

7. UNIVERSITY OF NEW MEXICO 2008–2012
Continuing Education Consultant

Design and teach courses relevant to adult learners through the University of New Mexico Division of Continuing Education.

8. ETHELBAH, LAWRENCE, & HORTON, LLC 11/2007–4/2009
Development and Marketing Manager

The company was created specifically to facilitate the development and sales of the online data management system I developed to support the ATS after school tutoring program. This position was responsible for system design, implementation, and marketing.

9. ACCELERATOR-DRIVEN NEUTRON APPLICATIONS (ADNA) 1/2007–9/2007
Vice-President of Operations

ADNA is a family-owned corporation developing new designs for nuclear reactors to improve energy resources and alleviate nuclear waste resulting from existing reactor designs. ADNA is supported by collaborative efforts from science and academic institutions throughout the U.S. In September 2007, the company significantly reduced its operating budget, and this position was terminated. Responsibilities ranged from contracting personnel and managing company operations to design of demonstration systems and data analysis.

10. ADVANTAGE TUTORING SERVICES (ATS) 11/2003–12/2006
Program Director of Supplemental Education Services (SES)

ATS was a state-approved organization that provided after school tutoring programs in four states. ATS expanded to 4 states and tutored over 1,600 students per year. Responsibilities included designing the instructional approach, professional development and instructional monitoring, development of resources and assessment tools, and supervising instruction.

11. PRECISE EDIT 12/2003–Present
Company Owner, Chief Editor and Publisher

Precise Edit is an editorial service company that was originally established to assist state universities to prepare federal grant applications. Now Precise Edit provides a wide range of editorial and consulting services to businesses, institutions, and private individuals worldwide. Precise Edit is the parent company to two publishing entities.

12. NEW MEXICO PUBLIC EDUCATION DEPARTMENT

1/1999–5/2003

Acting Chief of the Instructional Material Bureau

Provided leadership and management of the New Mexico Instructional Material Fund, supervision of bureau staff, development of guidance for publishers and school districts, and annual state instructional materials adoption. Provided technical assistance to school districts on the use of funds and the effective use of instructional materials to enhance learning.

State Project Director of Advanced Placement® (AP)

Provided oversight of the federally funded Advanced Placement Incentive Fund. The New Mexico Advanced Placement program had stopped growing, primarily due to lack of participation by minority students and the lack of preparation by students for the rigors of Advanced Placement. Created new programs to attack these deficits and improve participation rates and exam scores of students sitting for the Advanced Placement exams.

State Director of the New Mexico Virtual School (NMVS)

Provided direction and management of the New Mexico Virtual School during its inception. The NMVS was a new initiative designed to provide a wider range of academic opportunities to students in grades 9–12. Collaborated with stakeholders, developers, online course providers, and the New Mexico State Legislature to develop and realize this educational initiative. Key to this position was the development of effective delivery models and adoption by local school districts, as well as monitoring implementation and outcomes.

State Director of the Technology Literacy Challenge Fund (TLCF)

Provided leadership and management of the federally-funded New Mexico Technology Literacy Challenge Fund. This program provided competitive funds for enhancing education through technology and was the precursor to the current federal Enhancing Education through Technology fund. This position was primarily responsible for assisting districts with the appropriate use of technology to support curriculum in core academic areas.

Other Responsibilities and Duties

- Assist in the revision and implementation of the New Mexico State Content Standards for Language Arts, Mathematics, and Science;
- Serve as the accreditation lead officer for several school districts;
- Assist in legislative efforts to enhance and support effective educational programs; and

13. WINGATE HIGH SCHOOL, BUREAU OF INDIAN AFFAIRS

8/1990–12/1998

Teacher: English Language Arts, Communications, Technology

Other responsibilities included serving as the director of supplemental education services, director of a federally funded technology project, and serving as a mentor teacher for cooperative education. Externally, designed and implemented a teacher mentoring system through the Eastern Navajo Education Agency.

EDUCATION

EXECUTIVE MASTERS OF BUSINESS ADMINISTRATION (EMBA)	2008
Anderson School of Management, University of New Mexico	
MASTERS DEGREE IN ENGLISH (MA)	2001
University of California	
BACHELOR OF ARTS IN EDUCATION	1990
University of New Mexico	

LICENSES & CERTIFICATIONS

New Mexico Administrator's License, renewed	2022
New Mexico Level III Teaching License, renewed	2022
New Mexico Educator Reading Endorsement (score 292 / 300)	2020
Certified Nuclear Technician, Los Alamos National Laboratory	2010

PUBLICATIONS

Publications and papers in which I am listed as the author or a primary author. This list does not include professional publications, grant proposals, or resource guides developed through the organizations and positions listed above.

Roadmap for Reading Instruction

Audacious Leaders Publishing (2018)

Concise Guide to Technical and Academic Writing

Write Well Publishing (2012)

Zen Comma

Write Well Publishing (2012)

300 Days of Better Writing: A Daily Handbook for Improving Your Writing

Cereb Press (2010)

"Basis for Green Energy Multiplier*Alternative Nuclear Technology (GEM*ART)"

Paper presented at the Meeting of the American Nuclear Society (2009)

"Impact and Operation of GEM*ART"

Paper presented at the Meeting of the American Nuclear Society (2009)

"Measurements of Thermal Neutron Diffraction and Inelastic Scattering in Reactor-Grade Graphite"

Paper published in the *International Research Journal of the American Nuclear Society: Nuclear Science and Engineering* (2008, June)

"Thinking through the Technology Puzzle: Education"

Article published by *From Now On* (2004, October) <http://fno.org/oct04/integrating.html>

"Exploring a Research Agenda for Literacy in New Mexico: A Report on the Proceedings of an Education Summit"

With Dogruel, S., & Sanchez, S., The Education Center (2004)