Paula Wilson

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EDUCATIONAL BACKGROUND

Arizona State University; Phoenix, Arizona
Major: *BAE Secondary Education-Mathematics, Mary Lou Fulton Teacher College, May 2011.*
Honors: *Summa Cum Laude*

Certification: Arizona Provisional Secondary Education Mathematics 7-12, expires May 2014
Structured English Immersion, K-12 Endorsement
Arizona Fingerprint Clearance Card, expires March 2016

PROFESSIONAL EXPERIENCE

Consultant; May 2012- June 2013
Imagine Schools, Apache Junction, Arizona

Organize curriculum and instruction by implementing scope and sequence. Collaborate with teachers and administrators in adopting instructional materials, supplies, and equipment designed to meet student educational need for desired academic growth. Create, analyze, and interpret disaggregated student benchmark achievement data. Support teachers in using formative assessment data to provide small group or individualized instruction for students.

Assistant School Leader; March 2012- May 2012
Maya High School, Phoenix, Arizona

Assist Principal in the observation and supervision of faculty, teacher performance evaluations, and new hire interviews.

Investigate and determine level of discipline for students identified for inappropriate behaviors; maintain parent contact related to student behavior, attendance, and academics, mediate conflict resolutions between faculty, parents, and students as well as communicate and train school staff on discipline and attendance issues.

Report student conduct to law enforcement agencies; work with law enforcement agencies in developing or following through with preventative plans as well as report suspected child abuse/neglect to Child Protective Services and appropriate law enforcement agencies.

Oversee school substitute procedures, monitoring and verifying class coverage, and orientating and assisting substitute teachers. Contact substitutes to cover for certified and classified staff absences and vacancies.

Curriculum Coach; July 2011- February 2012
Maya High School, Phoenix, Arizona

Coach and mentor teaching staff with curriculum, instructional strategies, classroom management, lesson planning. Provided additional resources and support as needed to foster and promote teacher growth in the classroom to allow for a balanced program of instruction that provide students with opportunities to observe, question, and investigate.

Organize curriculum and instruction by implementing scope and sequence, monitoring direct instruction of scheduled lessons following approved curricula. Collaborate with teachers and administrators in adopting instructional materials, supplies, and equipment designed to meet student educational need for desired academic growth.

Design and present professional development activities which support the school's overall program and teacher growth. Review the outcome of professional development and confer with the Principal for plans and requirements to ensure desired student learner outcomes and schoolwide goals.

Create, analyze, and interpret disaggregated student benchmark achievement data. Support teachers in using formative assessment data to provide small group or individualized instruction for students. Facilitate professional development to help teachers recognize and incorporate data driven instruction to ensure growth and academic progress for all students.

Manage and compile evidence, modify past goals as well as determine new goals for the Performance Management Plan (PMP) for FY 2012 for submission to the state of Arizona in addition to maintaining all aspects of the District Compliance Binder, Time and Effort Logs and enter HQT data in ADE.

Assist Office Manager in developing master course schedule, schedule freshman and sophomore course work ensuring appropriate placement by analyzing grades, district and state assessment data. Assist and provide input in modifying student coursework plan.

Coordinate district and state assessments, testing dates, managing test history, student scheduling, and training staff.

Data/Remediation Specialist; February2007-June 2011
Maya High School, Phoenix, Arizona

Create, analyze and interpret disaggregated student benchmark achievement data related to student growth and progress. Present and communicate disaggregated data results in the form of graphs and spreadsheets to teachers and administration. Provide teachers with meaningful remediation and enrichment materials.

Train students, parents, and staff in using online study tools including, Study Island, Galileo and Rosetta Stone.

Design and implement remedial programs such as AIMS Prep Workshops and State Tutor Fund state following strict timeline and compliance paid out of general an d Title I funds.

Instruct students individually and in groups, using various teaching methods such as direct instruction, peer mentoring collaborative groups and small group discussions.

Mathematics Teacher; September 1998- March 2004
West Phoenix High School, Phoenix, Arizona

Plan and instruct meaningful lessons for pre-algebra, algebra 1, algebra 2, and AIMS prep using strategies to create purposeful opportunities for students to observe, question, and investigate.

Use formative assessment techniques daily to ensure student advancement of content objectives as well as provide meaningful feedback to students and parents. Maintain student attendance records, grades, and other required records.

Collaborate regularly with colleagues on various aspects of lesson planning and assessments as well as maintain a positive relationship with educational staff.

VOLUNTEER

Sweetwater Elementary; 2007 to present
Glendale, Arizona