

CHERYL DENISE ALLEN
2720 Helen Lane Mesquite, TX 75181
allen.cheryl62@gmail.com
Cell: (469) 223 2836

PROFESSIONAL PROFILE EDUCATION

Texas A & M University – Commerce, Commerce, TX.

Ed.D. Educational Leadership Dissertation: Structures, Processes, and Practices That Impact Student Access and Participation in Advanced Placement Programs

Texas A & M University – Commerce, Commerce, TX.

M.S. Educational Administration

Texas A & M University – Commerce, Commerce, TX.

M.A. School Counseling

University of North Texas, Denton, TX.

B.A. English/Spanish

SKILL SUMMARY

Counselor

- Counsel individuals and small groups of students with specific concerns
- Consult with teachers, parents, and other stakeholders regarding the needs of students
- Coordinate, implement, and evaluate comprehensive district school guidance and counseling program, including college and career curriculum combined with computer applications
- Facilitation and coordination of the SST/Rtl/504 programs
- Development of contracts/MOUs with colleges and universities
- Educating students and parents about colleges and careers
- Development of program plans/student and/or parent meetings for spring transition scheduling, summer school, and college admissions exams and tutoring
- Ability to use data to document programmatic interventions and plans for students
- Ability to work collaboratively with the registrar to maintain student records, including transcripts and cumulative files
- Coordinate the support of community resources and agencies aligned with student need

Administrator

- Teacher summative evaluations/formative observations
- Organizational, management, and interpersonal skills
- Presentation and facilitation skills
- Research and reporting
- Leadership coach
- Data assessment coach
- Curriculum, instruction, and assessment design and alignment
- Program evaluation

General

- Excellent oral and written communication skills
- Training course development using computer-based technologies
- Proficient in Microsoft Office Professional: Word, Excel, and PowerPoint
- Ability to work independently with minimal supervision and/or in a team environment

PROFESSIONAL EXPERIENCE

Positions in education include: **classroom teacher, secondary school counselor, assistant principal, and professional development coordinator and supervisor.** The duties and responsibilities associated with the four different positions have a common theme: a focus on teaching and learning to continuously improve the achievement of all students at scale. As a classroom teacher, I worked with students, parents, teachers, and administrators to facilitate and/or support the quality learning opportunities of all students. As an assistant principal and a coordinator and supervisor of professional development, I supported relevant and rigorous learning opportunities for all students by leading the professional learning of teachers, coaches, and other central office personnel involved in the teaching and learning processes. I have served as an instructional leader at the campus and district level ensuring that students and educators are provided the most appropriate learning experiences to facilitate their academic and professional growth. Empowering teachers and administrators continued with my work as an assessment consultant, delivering professional development sessions in the area of data analysis and instructional planning that align with the diverse learning needs of all students. Most recently, I have worked as a consultant, campus school guidance counselor as well as the district lead counselor who designed, coordinated, implemented, and monitored a comprehensive guidance program for grades K10 at a charter school. Also, I organized, supervised, and supported the work of the guidance counselors, providing them with weekly professional development sessions that advanced the counseling programs at the respective campuses. As the district lead counselor, I coordinated the administration and tutoring activities for the exams: PSAT, TSI, and CBE. As the College and Career counselor, I served as the district representative with community colleges and universities in developing the MOUs for the dual credit program. Throughout the year, I coordinated parent meetings for families in the area of college readiness and curriculum selection during the transition grades.

EMPLOYMENT HISTORY

Responsive Ed Solutions (Founders Classical Academy of Mesquite) (Substitute and Classroom Teacher Grades 6-7) February, 2017 - May, 2018

My Future Focus College Advising Center - Small Business Venture - October, 2016 - Present

Legacy Preparatory Charter Academy – Mesquite, TX Campus School Guidance Counselor/District Lead Counselor, January, 2015 – June, 2016

Northwest Evaluation Association – Portland, OR Professional Development Facilitator, March, 2014 – July, 2015

Teaching and Learning Division – Dallas Independent School District – Dallas, TX Supervisor of Professional Development in Instructional Support Services, February, 2013 – December, 2013

Lincoln High School – Dallas Independent School District – Dallas, TX 75217 High School Guidance Counselor, August 2012 – February, 2013

H. Grady Spruce High School – Dallas Independent School District – Dallas, TX 75217 High School
Guidance Counselor, 2011- 2012

Department of Evaluation & Accountability – Dallas Independent School District – Dallas, TX
Coordinator of Professional Development in Data Analysis, Research, and Reporting , 2008 - 2011

Montclair Elementary School – Garland Independent School District – Garland, TX
Assistant Principal, 2007 – 2008

Mesquite High School, Mesquite Independent School District – Mesquite, TX
Guidance Counselor, 2000 – 2007

CERTIFICATIONS

Texas Standard Counselor (Grades PK – 12)

Texas Standard Principal (Grades EC – 12)

Texas Provisional Secondary Spanish (Grades 6 – 12)

Texas Provisional Secondary English (Grades 6 – 12)

Professional Development and Appraisal System (PDAS) Certification

Classroom Walkthrough Certification

Instructional Leadership Coach Certification

Professional Development Trainer Certification

PROFESSIONAL AFFILIATION

Texas Elementary Principals' & Supervisors' Association

Texas Counselor Association

Texas Association of College Admissions Counselors

REFERENCES

Excellent references available upon request