

DR. CAROLYN A. GRADY

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Adjunct Faculty

Success-driven and dependable educational professional with 20+ years of experience with deep **understanding of the best educational practices** and strategies and a **progressive career track record in education**. Versatile trainer with a focus on facilitating **teacher professional development** through creating collaborative learning environment and utilizing **contemporary teaching methods**. Excellent presenter and communicator with strong **interpersonal and analytical skills**, capable of coordinating classroom activity to **maximize student learning potential**. Effective leader, skilled at **program implementation and management** with proven ability to administer financial, curricular program aspects and **published author**.

KEY COMPETENCIES

- Budgeting
- Classroom Management
- Course Coordination
- Curriculum Design
- Leadership & Supervision
- Performance Evaluation
- Professional Scoring
- Program Administration
- Special Education
- Staff Development
- Standardized Testing
- Teacher Mentoring

EDUCATION

WALDEN UNIVERSITY , Minneapolis, MN Doctor of Education in Curriculum, Instruction, and Assessment	04/2018
PRAIRIE VIEW A&M UNIVERSITY , Prairie View, TX Master of Education in Curriculum and Instruction Bachelor of Arts in Social Work	1998

PROFESSIONAL EXPERIENCE

DALLAS ISD , Dallas, TX Vocational Compliance Teacher/Staff Development Trainer	2014 – 2017 2006 – 2009
<ul style="list-style-type: none">• Taught Fast Forward Reading Lab /Special Education English Inclusion to 9th – 12th grade students• Created, implemented and accessed Individual Education Plans (IEP) for students and prepared lesson plans• Fostered productive learning environment and provided strategies to improve student fluency• Conducted and facilitated ARDs for students receiving special education services• Scheduled, administered and interpreted standardized testing data for special education students• Served as a member of Student Support Team (SST), member of Faculty Advisory Committee (FAC) and Compensatory Education Home Instruction (CEHI) teacher• Mentored teachers, assisting with course creation and professional development.	
DESOTO ISD , DeSoto, TX Vocational Adjustment Coordinator/ Inclusion Coach	2013 – 2014 2009 – 2010
<ul style="list-style-type: none">• Delivered professional development courses for general education and special education teachers• Prepared and modeled lessons including accommodations and modifications for different learning styles	

- Collaborated with special education teachers to determine best instruction delivery methods and provide instructional growth for special needs students

Vocational Adjustment Coordinator – Continued

- Incorporated various techniques to ensure meeting learning objectives and promoting social and emotional welfare
- Performed Texas Assessment Of Knowledge and Skills (TAKS) Coordination

TEXANS CAN ACADEMY, Dallas, TX

2010 – 2013

Special Education Mentor/Administrator

- Coordinated special need student services with campus administrators and staff
- Guided new and experienced teachers, providing support and analyzing the areas of professional growth for every teacher
- Analyzed student performance data to develop instructional strategies to improve student performance and set study goals
- Trained, consulted and resolved problems for teachers
- Provided non-evaluative feedback and ongoing emotional support for teachers, creating collaborative working environment
- Served as a department chairperson, facilitating and coordinating ARD meetings.
- Supervised campus special education teacher and paraprofessionals

SAFE AND CIVIL SCHOOLS INITIATIVE WITH Dallas ISD, Dallas, TX

2008 – 2010

Trainer

- Delivered campus-based staff training on CHAMP module usage
- Organized and developed training materials and organized effective training sessions
- Promoted positive and proactive classroom environment to increase learning efficiency.

NATIONAL EVALUATION SYSTEM, Nationwide

2007 – Present

National Scorer

- Accurately score teacher certification tests for public school districts throughout the US
- Evaluate teacher-written essays according to a scoring guide
- Access university-written essays for teacher certification
- Score teacher certification tests in all content areas.

HIGHER EXPECTATION LEARNING PROGRAM, Dallas, TX

2003 – 2006

Founder/Executive Director

- Founded a community-based program providing after-school tutorial services to underserved and at-risk children at Dallas Housing properties
- Trained and supervised staff of 5 teacher and 2 clerks
- Provided homework help and character education services, enabling students to get higher grades and promoting their social growth
- Orchestrated administrative aspects of the program and wrote grant proposals to obtain funding
- Coordinated financial planning, fiscal management and oversaw the budget.

FORT BEND INDEPENDENT SCHOOL DISTRICT, Fort Bend, TX

2002 – 2003

Teacher

- Taught Career Investigation course to 7th and 8th grade students using module program
- Maintained discipline in the classroom and provided informative presentations to students
- Supervised after-school girls mentoring program.

DALLAS INDEPENDENT SCHOOL DISTRICT, Dallas, TX

1999 – 2002

Teacher

- Taught Computer Applications and Career Investigation courses to 7th and 8th grade students
- Developed curriculum and accessed student progress throughout the term

- Coordinated group classroom activities to meet students' different learning needs

Teacher – *Continued*

- Organized after-school Peer Assistance and Leadership (PALS) Program and Computer Club
- Contributed to Student Support Team (SST) to ensure the student educational success
- Served as a technical administrator for school website.
- Adult Basic Education- ESL Tester and GED Instructor

LAMARQUE INDEPENDENT SCHOOL DISTRICT, LaMarque, TX

1998 – 1999

Teacher

- Delivered Exploring Computer Applications course to 7th and 8th grade students
- Provided technology guidance and integrated academic courses with technology
- Worked as a member of curriculum team.

CERTIFICATIONS

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| • Professional Development and Appraisal Systems (PDAS) Certification | 2008 |
| • EC-12 Principal Certification | 2006 |
| • Special Education Certification | 2006 |
| • Vocational Occupational Orientation/ Standard Teacher Certification | 2006 |

PROFESSIONAL AFFILIATIONS

Publications with ProQuest

- **Math Teachers Experiences with Math Staff Development Training**

Golden Key International Honour Society

- Member

National Education Association

- Member

ScholarMatch, Virtual College Adviser

- Support high school students through virtual college advising program
- Navigate all steps of college admissions process communicating with student through the online platform
- Provide personalized guidance and moral support to promising but under-resourced students Navigate the college admissions process

Zeta Phi Beta Sorority Inc.

- Organized March of Dimes, community events, and initiatives for teen mothers.