

# Jennifer Miley, Ed.D.

## *Professional Leadership Experience*

**January 2016-Current**

**Assistant Director, Student Services & School Choice  
Garland ISD**

### *Compliance*

- Interpret School Board Policy and support principals
- Yearly updates to the Student Code of Conduct and Student Handbook
- Discipline DVM Reporting and development of Corrective Action Plan as needed
- Trainings regarding Student Management (foundational supports, PBIS, Restorative Discipline RD), Compliance, Grievances, Supports, and Choice of School

### *Student Management*

- Work with Discipline Committee to standardize district Behavior Management Plan
- Administrator and Teacher training including: RD Circles and intro, Avoiding Power Struggles, and compliance
- Working on the implementation of Social Emotional Learning (SEL) districtwide
- DAEP due process guidance and approvals for all DAEP placements
- District Hearing Officer for all JJAEP placements
- Resolve Parent Concerns and Complaints
- District Grievances and Discipline Appeals
- Discipline Compliance – Chapter 37
- Discipline Behavior RTI training and support
- Audit campus discipline - reporting

### *Equity*

- Work with Intercultural Development Research Association (IDRA) – Equity and Diversity
- Developing the MTSS (Multi-Tiered System of Support) for Student Services  
Oversee McKinney-Vento and Homeless and Foster Care Liaison
- Manage GRS giving room (uniform and hygiene items for students in need)

### *Enrollment and Choice of School*

- Review and approve all district transfers
- District Enrollment Center policies and procedures
- District Summer Enrollments
- Served as the district Initial LPAC Administrator
- Choice of School - process choice of school and manual updates
- Choice of School reporting
- Coordinate with Magnet Department and Special Education for Choice of School
- Coordinate with other departments as needed
- Process Choice of School
- Manage Enrollment Center budget
- Provide training and support for principals, assistant principals and area directors

### *Presentations*

- Monthly Assistant Principal Discipline Training Using SRI Protocols
- Grievance procedures for all GISD administrators
- Design Chapter 37 Administrator Compliance Training
- Review 360 District Training
- Behavior RTI District Training
- Student Code of Conduct – Advisory Committee
- Discipline Data – Garland ISD School Board
- Discipline Data – Multicultural Committee
- TCPEA MidWinter Conference

**July 2011-January 2016**

**Principal, Weaver Elementary Garland ISD**

### *Responsibilities*

- LPAC/ELL Administrator
- PEIMS Administrator
- Choice of School Administrator
- 504, Homebound, Special Ed, RTI and At Risk Administrator
- Pre-K enrollment training and oversight
- Create and Manage budget of Campus, Grant, Title and Magnet Funds
- Title 1 – Campus Needs Assessment and Plan 4 Learning review

### *Community Outreach*

- Outreach to Northlake Baptist Church to train and recruit volunteers
- Watch D.O.G.S. (Dads of Great Students) Program
- Outreach to surrounding daycares to recruit students for Mandarin Program
- Parent University, Grandparents' day, School Picnic, Fall Carnival, Perot Science Night, 50th year celebration, Music Programs, Jingle Bell Run, Talent Show, Weaver College Expo, and Buddy Day
- Mandarin Advisory Council
- Participation in the district Magnet Fair

### *Instructional Focus/ Staff Development Initiatives*

- AVID Elementary implementation in Kindergarten through 5<sup>th</sup> grade
- School of Mandarin Chinese Language and Leadership magnet implementation
- Fundamental Five
- Driven by Data
- New Teacher Mentoring program
- Professional Learning Communities (PLC)
- AVID instructional Strategies
- RTI and SST training
- Intervention / Think Tank training
- Coaching
- Kilgo Training

### *Accountability*

- 2015 TEA Distinction earned in Science and Reading
- 2014 TEA Distinction earned in Science

**August 2013- December 2013**

**Teacher Assistant, Texas A&M University-Commerce**

- Updated course shell to current semester
- Work with doctoral students and provide feedback
- Coordinated with the professor to provide support for doctoral students

**July 2008-June 2011****Assistant Principal, Stephens Elementary Garland ISD**

- Created master schedule
- Served as the administrator for all Admission, Review, and Dismissal (ARD) meetings
- Textbook inventory / textbook audit
- Attendance Administrator
- Student discipline
- Resolved parent concerns and complaints
- Interviewed and hired teachers and paraprofessionals
- Testing Coordinator
- Teacher appraisals / Teachers In Need of Assistance (TINA) and Non-renewals
- Student data reports
- Foundations Training Facilitator for school wide discipline plan
- Updated campus policies and procedures
- Choice of School Administrator
- Student Success Initiative Grant Recipient - Saturday School Program
- Special Education Grant Recipient (2009-2010, 2010-2011) Saturday Detention Program
- Grade Placement Committee Meeting Administrator
- Classroom walk-throughs
- 504, Homebound, Special Ed, RTI and At-Risk Administrator

**June 2009****Summer School Principal, Caldwell Elementary Garland ISD**

- Interviewed and hired staff
- Created summer school master schedule
- Created and implemented summer school procedures
- Student discipline
- Daily classroom walk-throughs
- Summer motivational program
- Resolved parent concerns and complaints

**June 2008-July 2009****Summer School Principal, Parsons Pre-K, Garland ISD**

- Hired 18 highly qualified ESL and bilingual teachers for summer school program
- Created Summer school master schedule
- Created and implemented summer school procedures
- Handled all parent issues, requests and complaints
- School and Bilingual/ESL department inventory
- Kronos – correct time clock errors for teacher and paraprofessional supplement pay
- Coordinated with other departments for training and compliance

**August 2007-May 2008****Administrative Intern, Centerville Elementary, Garland ISD**

- Attendance Administrator
- Testing Coordinator
- Discipline and discipline data
- Admission, Review and Dismissal Meetings
- Teacher appraisals
- Classroom Walk Throughs (CWT) and Reports
- Data reports
- Safety Team Leader – update campus safety plan and all campus drills

- Choice of School Administrator
- Textbook inventory
- 504, Homebound, Special Ed, RTI and At Risk Administrator

**August 2003 – May 2007 Teacher, Handley Elementary, Garland ISD**

- Bilingual Lead Teacher 2006-2007
- 4th Grade Bilingual Teacher 2005-2007
- 5<sup>th</sup> Grade Bilingual Reading Teacher Summer 2006 (Ethridge Elementary)
- 1<sup>st</sup> Grade Bilingual Teacher Summer 2005 (Golden Meadows Elementary)
- Lead Teacher Pre-Kindergarten 2003-2005

**Professional Organizations**

Texas Association of School Administrators (TASA)  
 Texas Elementary Principals and Supervisors Association (TEPSA)  
 Association of Latino Administrators and Superintendents (ALAS)  
 Association for Supervision and Curriculum Development (ASCD)

**Professional Growth and Development**

Reimagining Integration Diverse and Equitable Schools:

Moving Beyond Desegregation (Harvard)	2018
TASA Internal Audit Training	2017
Skyward Technology User Group	2017
Hearing Officer Training Level 1-4	2016
Region 10 Restorative Discipline Coordinator	2016
Discipline and the Law	2016
Apple Van Guard Training	2015
TASA Mid-Winter Conference	2014-2018
ASCD National Conference	2015
Ron Clark Academy	2014
Coaching Training Level 1	2014
National Association of Bilingual Education Conference	2013
AVID Summer Institute	2012-2015
Fundamental Five	2013
Kilgo	2013
Curriculum Calibration	2013
Lead4ward STAAR Schoolhouse Training	2011
Principal Leadership Academy	2011

**Awards and Recognition**

National Showcase School for AVID Elementary	2016
Confucius Institute Grant	2015
National PTA School of Excellence	2014-2016
Certified AVID Elementary Site	2013, 2014, 2015
National Association of Elementary School Principals Student Council Excellence Award	2014

