

Karen Phillips

3515 County Road 1112 Brashear, Texas 75420

903.439.4585

kleigh.kp@gmail.com

Professional Profile

I am currently the District Science Curriculum and District Instructional Materials Coordinator for Sulphur Springs ISD. I provide curriculum support to teachers, students and administrators throughout Sulphur Springs ISD, as well as coordinate the order, shipping and receiving of instructional materials for all proclamations as well as manage all learning platforms for each publisher selected. My experiences in the past 26 years have giving me the opportunity to gain valuable leadership knowledge to support teachers and students. I have specific training as a(n)

- Project Director Texas Regional Collaborative
- Project Director for TSTEM
- Project Wild Facilitator
- Facilitator Science Safety Standards
- Manager of I.M online platform
- Instructional Technology support for Promethean, and Eduphoria Suite of products
- Instructional Coach
- Creator of a Curriculum Management Plan through the ASCD Curriculum Academy
- TTESS appraiser

Professional Experience

Sulphur Springs ISD, Sulphur Springs,
Texas August 2011 to present

District Science Curriculum/Instructional Materials Coordinator

Responsibilities:

- Coordinate the review, development, and revision of all science programs and related curriculum documents and materials.
- Work cooperatively with directors, coordinators, and campus instructional leaders in developing and supervising the district science curriculum and assessments and Instructional Materials expenditures for each campus
- Maintain Instructional Materials allotment to ensure the funds provide resources for all subjects
- Plans, improves, and oversees district local curriculum based assessments in science.
- Provides support for implementation and use of FORETHOUGHT.
- Provides AWARE Management Support
- Observes classroom instruction and provides feedback and assistance to classroom teachers to facilitate improvement and innovation.
- Supports the use of appropriate technology in the teaching-learning process.
- Plans and provides professional learning sessions for teachers and administrators
- Coordinates and advises the selection of Instructional Materials for every Proclamation

Region 8 Education Service Center, Mt. Pleasant,
Texas August 2008 – August 2011

Region 8 Science Coordinator

Achievements:

- Recognized by the TRC for participation at the TRC Annual Conference for 3 years as an outstanding Collaborative due to membership and activities
- Awarded over \$400,000.00 for multiple years by the Texas Regional Collaborative for Excellence in Science Teaching competitive grant
- Awarded \$20,000.00 in previous years for participation in the TSTEM grant

- Increased teacher participation in the Science program at Region 8 ESC which positively impacted student performance

Responsibilities:

- Planned, implemented and evaluated meaningful and relevant professional development for all grade levels
- Maintained a budget that consisted of federal, state and local funds as well as grant budget requirements
- Analyzed state, regional and district data to support continuous improvement efforts
- Maintained a balanced budget to support the professional development program
- Communicated with TEA, regional contacts and district personnel to support all efforts to increase student success
- Developed professional learning communities that involved all district stakeholders
- Analyzed district level science programs and assisted with changes
- Met requirements set forth by state and federal accountability standards
- Collaborated with other departments to provide integrated professional development

Sulphur Springs ISD, Sulphur Springs,
Texas August 2002 – 2008

Science Educator

Responsibilities:

- Secondary teacher of IPC, Chemistry, Biology, Pre AP Biology, Step-Up to TAKS, Dual Credit Physics
- Science Department Chair and teacher mentor
- Organized expenditures from the campus level science budget
- Maintained records to support assigned duties
- Implemented district curriculum
- Mentored teachers
- Designed meaningful experiences for students

Mt. Vernon ISD, Mt. Vernon,
Texas August 1996 – 2002

Science Educator

Cumby ISD, Cumby, Texas
April 1991 – 1996

**Science and Agriculture
Educator**

Education

TAMU- Commerce, Commerce, Texas
Master of Science: Physics 2004

TAMU- Commerce, Commerce, Texas Bachelor of Science: Agriculture December 1988
Certifications: Physical Science – Life Composite Science- Life

References

Kim Potts- Region 8 Outdoor Education/IMA/DMAC/Webmaster Region 8 ESC 903.575.2648

Amber Norris – Assistant Principal, Cooper ISD, 903.366.3144

Brooke Doughtie - Instructional Technology Specialist, Rockwall ISD 903.348.7494