

## **Sandra Whitley, EdD**

2915 Painted Pony Ln.

Rockwall, TX 75087

(214) 728-1934

[SandraWhitley@gmail.com](mailto:SandraWhitley@gmail.com)

### EXPERIENCE

#### 2017 – Present Forney Independent School District

##### **Executive Director of Budget and Fiscal Compliance**

- Used financial, teaching and learning, and professional learning experience to act as the liaison between the finance department and other central office departments
- Designed and implemented financial professional learning for all central office departments and campus secretaries
- Responsible for Title I, Title II, Title III and Title IV, including required reporting
- Responsible for ESSER funding implementation and reporting
- Evaluated the use of various district resources to support data-driven decision making

##### **Executive Director of Leadership Development and Special Programs**

###### Programs and Responsibilities

###### Curriculum & Instruction

- Responsible for development of elementary curriculum
- Supervised team of Learning Specialists that served on elementary campuses
- Supervised the writing and evaluation of district assessments
- Used student assessment data to evaluate student learning
- Evaluated district curriculum through randomly selected student work samples

###### Bilingual/ESL Department

- Supervised the Director of Bilingual and ESL and related staff
- Supervised the PK-6 Dual Language program, including curriculum development, resource allocation and alignment
- Compliance

###### Early Childhood and Prekindergarten

- Supervised the Director of Early Childhood
- Oversaw the prekindergarten program, including curriculum development, resource allocation and alignment
- Compliance and waiver submission

###### Other Learner Support

- Supervised the Director of Learner Support
- Oversaw the collaborative development of a district MTSS plan
- Partnered with TEA in the Resilient School Support Program

###### District Academies

- Designed and implemented the Advanced Academics and Fine Arts Academy at Blackburn Elementary
- Responsible for the expansion of the Dual Language program into the World Languages Academy

### Summer School

- Designed and implemented the summer school system to provide for extended learning opportunities, as well as credit recovery and advancement
- Collaborated with food service, facilities, and payroll to ensure systems and calendars were in place for the smooth operation of summer school

### Federal Programs

- Responsible for Title I, Title II, Title III and Title IV, including required reporting

### Leadership and Professional Development

- Responsible for internal leadership academies
  - Forney Leadership 2.1- a first-year academy designed to develop leadership at all levels, including aspiring campus administrators
  - Forney Leadership 2.2- a second-year, invitation only academy designed to develop leadership skills often not taught in university programs
- Designed, developed and presented leadership learning for campus and district administrators
- Worked with SMU's Simmons School of Education to design, develop, and implement learning opportunities for new administrators using Mursion™, an augmented virtual reality learning tool that allows for practice conducting difficult conversations

### Data Analytics

- Prepared report that analyzed the special education staffing model to evaluate and identify areas of specific need
- Collected and analyzed data regarding LMS usage
- Analyzed student engagement data
- Analyzed after-school tutorial program and related costs

### District Education Improvement Council (DEIC)

- Collaborated with parents, students, educators, and community members to develop the District Improvement Plan
- Worked directly with campus administrators to develop Campus Improvement Plans in direct alignment with the District Improvement Plan

### Paraprofessionals and Secretaries

- Designed and directed monthly secretary and paraprofessional meetings
- Designed and implemented short professional development opportunities on Google functions such as Google Sheet formulas and formatting, Tables in Google Docs as Compared to Google Sheets, Mail Merge

### Partnerships

- Southern Methodist University-
  - Using Mursion™ to grow campus administrators
  - Applied for and accepted into Southern Methodist University's fellows program, the *Institute of Leadership Impact*
- EdDirection- Technical Assistance Provider in the RSSP
- Texas Education Agency- Applied for and was accepted into the Resilient Schools Support Program, years 1 and 2
- Texas Tech University- partnered to provide graduate degree opportunities for district staff

### Systems Development and Implementation

- New construction- designed and implemented a process for documenting and monitoring purchases of furniture, fixtures, and equipment, including instructional resources, for three new campuses
- Asynchronous Learning Plan- developed and articulated the TEA required plan for asynchronous learning during COVID

- ESSER III- supervised the preparation of the plan and application, including all required stakeholder input, evaluation of programs, and articulation of the planned fund expenditures

#### Other

- Currently serves as an adjunct professor for Texas A&M University-Commerce, teaching Educational Law
- Served as a lead on the Strategic Planning Committee, designed to solicit stakeholder input on future growth and development
- Served as a lead on the Bond Committee, designed to solicit stakeholder input on facilities development and bond election
- The Flippen Group- Leadership Blueprint (identifying leadership strengths and constraints), and Capturing Kids Hearts

### 2015 – 2017      Region 10 Education Service Center

#### **Coordinator of Learning Enrichment, Teaching and Learning Team**

- Worked with Southern Methodist University to develop scenarios for their virtual reality teaching lab
- Supervised a team of consultants that developed and implemented virtual coaching to support member school districts
- Led a team that evaluated appropriate integration of technology into lessons
- Led a team of consultants that provided innovative professional development opportunities for K-12 teachers in over 80 school districts and 37 charters
- Led a team of consultants that focused on STEM learning opportunities
- Responsible for supervision of Carl Perkins federal funds
- Led a team of math, science, social studies and effective teaching practices consultants that provided professional development for K-12 teachers
- Led a team of core content consultants in conducting curriculum audits for cooperative member districts.
- Responsible for implementation of TRC Math and Science grants, which provide a year-long growth consortium for selected Region 10 math and science teachers
- Recruited and led a team of Region 10, Region 11, and Region 12 math experts to develop a proposal for development of Math Academies, as provided for by SB 934.
- Developed and implemented tools to support districts in implementing SB 149
- Designed comprehensive, cohesive curriculum implementation and professional development plans to support member districts
- Served as the primary contact for curriculum directors in rural north Texas
- Developed a model for impactful professional development that incorporated the use of technology to provide for opportunities for follow-up and self-reflection
- Developed online courses to offer additional learning opportunities in addition to face to face traditional models
- Served as Region 10 liaison to the STEM network, which includes institutes of higher education
- Served on UTeach board to support math and science undergraduate majors that enter the teaching force
- Worked closely with ELAR and BE/ESL coordinators to ensure appropriate implementation of ELPS and balanced literacy strategies
- T-TESS trainer to support the rollout of the new Texas teacher appraisal system
- Designed and implemented technology training for administrative assistants

## Garland Independent School District

### **Secondary Coordinator of Mathematics**

- Designed and implemented a Texas Accountability Intervention System (TAIS) plan to improve student growth on a struggling middle school campus
- Organized and implemented a program to improve African American student learning
- Designed and prepared reports for state assessment data and assisted math facilitators and campus administrators with data analysis
- Designed and presented multiple professional development sessions for the district's 250 secondary math teachers and district administrators
- Supervised and evaluated a team of math facilitators; campus-based personnel that work closely with principals and teachers to improve mathematics achievement at the middle and high school levels
- Collaborated with coordinators and directors to implement College Board's SpringBoard resources for Pre-AP and honors courses
- Designed and implemented a collaborative program for Special Education, English as a Second Language, math, science, English and social studies teachers to establish educational plans to address the needs of our high-risk students
- Developed a multi-year plan to transition to the new math TEKS
- Supervised the design and implementation of new curriculum in support of algebra readiness, based on the "Texas Response to Curriculum Focal Points", grades 6-8
- Supervised the design and implementation of new curriculum in support of college readiness for Algebra I, Geometry, and Algebra II
- Worked closely with the technology department to migrate the district math curriculum to Moodle (online learning management system)
- Supervised teacher committees that developed "Exemplar Lessons" designed to improve instruction for low performing Student Expectations
- Conducted virtual PLC meetings via Safari Live! with teachers and administrators to facilitate ongoing collaboration regarding instructional activities
- Wrote district assessments for state assessment preparation, college readiness and general curriculum evaluation

## Rockwall Independent School District

### **Grace Hartman Elementary School- Principal**

- Exemplary campus
- Gold Performance Acknowledgments
- Attendance
- Commended on Reading/ELA
- Commended on Writing
- Commended on Mathematics
- Commended on Science
- Comparable Improvement: Reading
- Texas Business and Education Coalition Recognized School
- Texas Monthly Magazine- Best Schools in Texas
- Character Education Partnership- Promising Practices Awards
- Staff development design and presentation
- Implemented Pre-AP 6<sup>th</sup> grade math

### **Rockwall High School- Associate Principal**

- Supervised and appraised math, English, and fine arts departments
- Supervised and appraised paraprofessionals
- Responsible for hiring of teachers as needed
- Responsible for master schedule
- Responsible for grade reporting and student eligibility

- Responsible for overall management of academic curriculum, including the revision of Pre-Calculus scope and sequence to align more closely with the Physics pacing
- Served on district textbook adoption committee
- Served as campus testing coordinator
- Prepared consolidation and integration of nine-week assessments and benchmark tests
- Staff development design and presentation
- Responsible for course guide revision
- Served as ARD chair
- Member Campus Improvement Committee
- Member District Educational Improvement Committee
- Responsible for updating teacher handbook

## Garland Independent School District

### **Lyles Middle School- Assistant Principal**

- Responsible for appraisals of teachers- math, ESL, and electives
- Responsible for hiring of teachers as needed
- Responsible for master schedule
- Responsible for staff development design and presentation
- Responsible for discipline, letters L-Z
- Responsible for attendance
- Responsible for updating teacher handbook
- Organized annual awards ceremony
- Served as PEIMS Coordinator
- Served as 504 Coordinator
- Served as ARD Chairman
- Served on Campus Improvement Team
- Served on District Educational Improvement Committee
- Served on ESL Newcomer Program Committee

### **South Garland High School- Administrative Intern**

- Responsible for appraisals of teachers, as assigned
- Responsible for discipline, as assigned
- Served as Freshman Initiative campus contact
- Served on State Academic Decathlon Management Committee
- Served as Texas Scholars campus contact
- Prepared data analysis of campus benchmark information
- Represented Garland Independent School District at the University of Texas' and Oklahoma University's job fairs
- Served as a mediator at the Sam Johnson Safe School Summit
- Led in-service for elementary Assistant Principals regarding state assessment and curriculum alignment

### **North Garland High School- MST (Math, Science, and Technology) Magnet- Teacher**

- Taught Algebra I-B, Algebra I-MST/Honors, Algebra II-MST/Honors, Pre-Calculus-MST, and AP Statistics
- Collaborated with science teachers to integrate math and science lessons
- Served as state assessment math coordinator
- Correlated information regarding elementary ITBS scores and MST magnet expected student success
- Served as Freshman Initiative campus coordinator
- Designed, implemented and coordinated state assessment and Algebra I tutorial programs
- Conducted instructional workshops for new teachers
- Served on the Campus Improvement Team
- Sponsored Destination Imagination, which won at the regional level and went on to state competition

### **Sam Houston Middle School- Teacher**

- Taught two classes of seventh grade math from March through the end of the school year (in addition to regular teaching schedule at NGHS)
- Designed and implemented state assessment math plan

### **Lakeview Centennial High School- Teacher**

- Taught Algebra I-B, Algebra I, Informal Geometry, and Algebra II-Honors
- Coordinated state assessment math preparation, including a Math Night for parents and students
- Sponsored Mu Alpha Theta and UIL Calculator Applications

## **CERTIFICATION**

Texas- Principal  
Texas- ESL Supplemental  
Texas- Secondary Mathematics

## **EDUCATION**

### **Texas A&M University – Commerce**

- Doctorate degree in Educational Administration

### **Texas A&M University – Commerce**

- Masters degree in Educational Administration

### **University of Texas at Dallas**

- Bachelor of Science in Business Administration with a concentration in accounting

## **AWARDS**

- Teacher of the Year, Garland Independent School District
- Teacher of the Year, North Garland High School
- Outstanding Teacher Award, Lakeshore Learning Stores
- Teacher of the Month, North Garland High School Beta Club
- Texas Congress of Parents and Teachers- Honorary Life Membership

## **OTHER**

- Presented at TASA and TCEA
- State trainer for “Algebra I EOC Readiness”
- State trainer for “Implementing the New TEKS”
- Selected by TEA to serve on the Algebra 2 STAAR Review Committee and the TAKS Exit Level Math test
- Participated in the Dana Center Leadership Academy
- Selected by the Texas Education Agency to serve on a committee to review questions for the new Algebra II End of Course exam
- Member- Association for Supervision and Curriculum Development
- Selected to attend Garland ISD’s Academy for Aspiring Administrators
- Region 10 Teacher Preparation & Certification Mentor
- TAMU-Commerce Campus Mentor Teacher
- Organized MST Open House for parents and community members
- Judge for Academic Decathlon competitions
- Judge for MST Science Day
- Judge for Sam Houston Middle School Science Fair
- Judge for History Day
- Chaperoned overnight field trips for NGHS band and astronomy club
- Volunteered at Raider Relays and Lady Raider Relays (NGHS)

## **COMMUNITY INVOLVEMENT**

- Member, Planning and Zoning Committee, Rockwall, TX
- Chairman, Main Street Advisory Board, Rockwall, TX
- Member Main Street Special Events Committee
- Chairman, Downtown Improvement Advisory Committee
- Volunteered on citizen committee to support the passage of a municipal bond package
- Leadership Rockwall
- Member- Rockwall Historic Preservation Advisory Board
- Core volunteer for Habitat for Humanity
- Member Rowlett Parks Board

## **REFERENCES**

- Dr. Laura Merchant, Executive Director of Special Education, Forney ISD 469-762-4100
- Mr. Ron Sterling, Executive Director of Student Services, Forney ISD 469-762-4100
- Dr. Judy Webber, Chief Learning Officer, Forney ISD 469-762-4100
- Dr. Kristin Hebert, Executive Director of Secondary Academic Services, Plano ISD 469-752-8100
- Dr. Barbi Nack, Principal, Rhea Intermediate School, Forney ISD 469-762-4360