



Curriculum Vita

SUMMER 2021

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Academic Department: Educational Leadership

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If you find yourself on campus, please refer to the following guidelines.

“A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students’ Rights and Responsibilities as a violation of the student Code of Conduct.”

“Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.”

EDUCATION

Texas A & M University-Commerce
Doctor of Education – December, 2018
Texas A & M University-Commerce
Master of Science – August, 1997
Northwestern State University
Bachelor of Science – May, 1982
Bolton High School, Alexandria, LA
High School Diploma – May, 1979

TEACHING EXPERIENCE

Adjunct Professor
Texas A & M University Commerce
Spring 2019 – Present

WORK EXPERIENCE

FRISCO INDEPENDENT SCHOOL DISTRICT

Executive Director of Support Services, July 2019 – Present

Support, collaborate with, and provide supervision to the directors of Custodial, Child Nutrition, Transportation, and Health Services in an effort to ensure vision, leadership, and management. Provide support and leadership to other special programs as assigned.

- Maintain up-to-date knowledge on curricula, school finance legislation, and trends in education.
- Oversee the management of custodial, child nutrition, transportation, community and adult education, nursing and health services, child development center, and special programs operations of the district.
- Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; receive nutritious meals; and attend school in an environment that is safe, clean, and conducive to learning.
- Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner and implement changes where appropriate.
- Ensure continuous improvement of the skills and knowledge base of support services administrators.

Area Director for Secondary Curriculum & Instruction, July 2014 – July 2019

Provide leadership for the secondary instructional programs to ensure high standards of instructional service. Supervise high school principals; providing guidance and resolutions to maintain daily operations of school campuses. Collaborate and work directly with stakeholders to ensure district, state and federal policies are met.

- Sustain an organizational vision that promotes academic and structural success
- Extensive knowledge conducting principal evaluations
- Review and monitor district campus action plans
- Analyze multiple sources of data to monitor student achievement
- Develop district policy and administrative regulations related to student growth and achievement
- Build successful school/community partnerships
- Support principals with the implementation of local and state accountability/assessment instruments
- Communicate effectively with the Board of Trustees
- Interviews and hire campus principals

Principal Wakeland High School, July 2013 – July 2014

Direct and manage the instructional program, supervise operations and personnel at the campus level. Provide leadership to ensure high standards of instructional service.

- Responsible for instructional and managerial operations of the school

- Facilitation of campus professional development
- Promote and communicate high expectations of learning for all students
- Establish a shared vision for school improvement
- Develop campus action plan
- Development and execution of campus master schedule
- Recruit, interview, and select all campus personnel
- Responsible for instructional and managerial operations of the school
- Ensure compliance with all district, state, and federal policies as well as federal regulations
- Maintain fiscal responsibilities for campus budget
- Ensure campus is safe and orderly learning environment

Associate Principal Wakeland High School, July 2010 – July 2013

Responsible for assisting the principal and facilitating daily operations of the school, working with students, teachers and support staff, conferencing with parents and ensuring that all district, state and federal policies are met.

- Oversee day-to-day operations
- Conducting PDAS orientation for current and new teachers
- Actively engaged in the (CIP) Campus Improvement Plan
- Support the development and articulation of our campus CORE values, vision and mission
- Coordinate and schedule AOD assignments for extracurricular activities
- Assist in interviewing and hiring new Instructors/Staff
- Assist Assistant Principals with concerns which have been escalated
- Assist in the development of the Master Schedule
- Evaluator of Math Department; conducting formative and summative conferences
- Oversee Cohort (dropout prevention)
- Assist with the coordination and attend graduation ceremonies

Assistant Principal Heritage High School, July 2009 – July 2010

Responsible for leadership and administrative skills to promote the educational development for each student.

- Create the Master Schedule
- Administrator/Evaluator of Math and Science Department /AP-PreAP
- Chair CIT Team and Meetings
- Organized staff Professional Development
- Assist teachers in evaluating student progress, interpretation of data, and instructional guidance
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RICHARDSON INDEPENDENT SCHOOL DISTRICT

Assistant Principal, July 2006 – July 2009

Responsible for leadership and administrative skills to promote the educational development for each student.

- Assist in identifying essential strategies for (CIP) Campus Improvement Plan
- Assist in hiring new Instructors / Staff
- Complete teacher evaluations and suggest ways to improve (PDAS)
- Math Department & Special Education Administrator/Evaluator
- Develop and maintain instructional programs geared toward tutorials
- Oversee new students enrollment and student withdrawals
- Coordinate Math TAKS tutoring and analyze TAKS data

DALLAS INDEPENDENT SCHOOL DISTRICT

Teacher, Departmental Chair, Site Coordinator, Jan 1994 – July 2006

Experience teaching Journalism, Speech, Career Investigation, Computer Technology, and Reading

- Responsible for planning lesson objectives which are aligned with district and state requirements
- Served as Interim Principal (DISD)
- Coordinator Extended Day/Year Program 3 years
- Department Chairperson for 5 years
- Experience in bridging cultural gaps through education and interpersonal relations
- Responsible for preparing budgets (21st Century Extended Day/Year program)

RESEARCH

Elementary Principal Perception of the Texas Principal Evaluation and Support system – Narrative Inquiry Study

The Impact of Dual Credit on Higher Education

PEER REVIEWED PUBLICATIONS

Williams, C., Arrambide, M., & Holt, W. (2020). Elementary Principal Perception of the Texas Principal Evaluation Support System (TPESS). *International Journal of Business and Social Science*, 11(3).

SELECTED PROFESSIONAL PRESENTATIONS

Williams, C (2017). *The Impact of Principal Evaluation*. Region 10

Williams, C (2016). *Elementary Principal Perception of the Texas Principal Evaluation and Support system*. Texas Council of Professors of Educational Administration

Williams, C (2016). *Implementation of Dual Credit Program*. Frisco Independent School District

Williams, C (2016). *Functioning as a Professional Learning Community*. Frisco Independent School District

Williams, C (2016). *Instructional Leadership; Collaboration and Teamwork in 21st Century Classrooms*. Frisco Independent School District

Williams, C (2011). *Servant Leadership*. Frisco Independent School District

Williams, C (2011). *Kagan Accelerating Achievement*. Frisco Independent School District

Williams, C (2009). *Secondary Trainer of Trainers Assessment for Learning*. Frisco Independent School District

SERVICE

PROFESSIONAL SERVICE (PAST AND PRESENT)

- Board of Directors – Texas Association for Secondary School Principals (2011-13)
- Chairperson – District Improvement Team Frisco Independent School District
- Member – Site Based Decision-Making Committee - Frisco Independent School District
- Facilitator – Community Based Accountability System Frisco Independent School District
- Facilitator – Long Range Planning Committee Frisco Independent School District

PROFESSIONAL AFFILIATIONS (PAST AND PRESENT)

- Texas Council of Professors of Educational Administration
- American Educational Research Association
- Phi Delta Kappa
- Texas Association of Secondary Principals
- Texas Association for Supervision and Curriculum Development
- Texas Association of School Administrators

PROFESSIONAL DEVELOPMENT

RELATED PROFESSIONAL ACTIVITIES

- 2020 – Texas Council of Professors of Educational Administration (TCPEA) (TASA Mid-Winter Conference) – Austin, Texas
- 2019 – Texas Council of Professors of Educational Administration (TCPEA) (TASA Mid-Winter Conference) – Austin, Texas
- 2017 – Texas Council of Professors of Educational Administration (TCPEA) (TASA Mid-Winter Conference) – Austin, Texas
- 2017– All Levels: English Language Learners and Special Education Student Support
- 2017 – Texas Teacher Evaluation Support System T-TESS
- 2017 – Texas Principal Evaluation Support System T-PESS
- 2016 – Texas Council of Professors of Educational Administration (TCPEA) (TASA Mid-Winter Conference) – Austin, Texas
- 2016 – Meadows Principal Improvement Program
- 2016 - Secondary: Accountability Training and Updates
- 2012 - All Levels: Instructional Leadership Academy: Best to Next: Collaboration and Teamwork in 21st Century Classrooms

- 2011 - Professional Learning Communities At Work – Solution Tree
- 2009 - All Levels: New Essential Curriculum for 21st Century Learners - Dr. Heidi Hayes Jacobs (Texas ASCD)

CERTIFICATIONS

- 2017 - Texas Teacher Evaluation and Support System (Trainer of Trainers)
- 2017 - Texas Principal Evaluation and Support System (Trainer of Trainers)
- 2018 - Texas Superintendent Certification
- 2014 - True Colors Professional Development Facilitator
- 2007 – Advancement Via Individual Determination (AVID Trainer of Trainers)
- 2006 - PDAS Certification (Region 10 Educational Service Center)
- 2006 - Mid-Management Certification (Texas Education Agency)
- 1997 – Vocational Occupational Orientation (Texas Education Agency)