

BARBARA H. JONES

3150 North State Street
Atlanta, GA 32308

770-555-1020
bhjones2000@i-net.com

ASSISTANT PRINCIPAL ▪ GT COORDINATOR ▪ GT SPECIALIST

Results-oriented, highly productive and accomplished candidate possessing **9+ years of instructional, administrative and program development experience.**

- Proactive in development, documentation and implementation of programs on school and district-wide levels.
- Versatile and technically proficient instructor with proven capability to integrate the Internet and technology-based tools into curriculum development and implementation.
- Currently hold Assistant Principal Certification and pursuing second Master's degree (Educational Administration).
- Member of the following organizations: Association for Supervision and Curriculum Development, Texas Association for the Gifted and Talented, National Scholars Honor Society, Phi Kappa Phi Honor Society.

PROFESSIONAL PROFILE

Guerton Intermediate School – Atlanta, GA

Administrative Intern

2003 – Present

- Resolve student discipline issues, provide teacher support, conduct walk-throughs and PDAS observations.
- Conduct alternative appraisals for master teachers, teacher in-services, workshops and faculty meetings.
- Organize duty schedules, cafeteria rotation and disaster drills, handle facility emergencies and maintenance requests. Organize campus UIL teams and support UIL event coaches.
- Call and schedule substitutes as needed, organized and facilitated TAKS, SDAAI, LDAA assessments, served on district-wide health committee.
- Committees and posts served include: ARD Committee Administrator, Pre-Referral Team Administrator, Site-Based Committee member.

Martin Luther King Elementary School – Marietta, GA

Gifted Specialist – Grades K through 4

2000 – 2003

+ *Developed and maintained Marietta school district Gifted and Talented Website, nationally recognized in 2002 by the Learning Network as a leading example of integrating technology in education.*

+ *Worked closely with Assistant Superintendent to develop Gifted Handbook, update identification procedures, write the identification matrix, created a GT comprehensive framework and continuum of district services, goals and strategies.*

+ *Developed and directed Aledo Summer Adventure Camp for Gifted K-2 students. Hired and managed 1 assistant director, 10 teachers, 6 high school students, and 78 campers. During the 3-year period ending in 2003, the camp attendance increased 200% and grossed over \$10,000.*

- Identified, assessed and delivered services to Gifted and Talented Students, maintained student GT records and work sample portfolios to ensure compliance with all DEC indicators.
- Directed spending and maintained records on Gifted Program budget. Submitted annual budget proposals and maintained records on all GT spending.
- Developed and directed Marietta Summer Scholars for Gifted 3rd – 4th grade students, as well as the Saturday Challenge Academies for K – 4th grade students.
- Served as School Spelling Bee Coordinator (2000-2004), Duluth County Area Spelling Bee Coordinator (2004).
- Developed and directed school-wide thematic unit culminating in a community-wide Olympic torch run (2000).
- Designed and delivered staff development workshops throughout the year for Aledo and area school districts.
- Developed and implemented a GT Parent Support Group to provide information about gifted issues such as underachievement and perfectionism and to make parents more aware of school programs for gifted learners.
- Served as a mentor for new specialists (2000-2003) and elementary GT team leader (2000-2004).
- Maintained all faculty professional development records.
- Participated in writing an Identification and Assessment Waiver submitted to and approved by TEA.
- As team leader, worked with GT team and cross-grade level, cross-curricular teams to develop curriculum and wrote and implemented thematic and conceptual interdisciplinary units for district.
- Committees served on include: District Strategic Planning Committee, Faculty Advisory Committee, Site-Based Committee (Assisted in creating campus expansion plan and budget), LPAC Committee (GT Representative).

(Continued)

C. G. Johnson Elementary School – Atlanta, GA

Gifted Specialist/ESL Specialist – Grades K through 2

1998 – 2000

- Identified, assessed and delivered instruction to gifted and talented students, ESL learners.
- Maintained student GT records and work sample portfolios, ensured compliance with all DEC indicators.
- Maintained all faculty GT and ESL/DEC professional development records.
- Delivered professional development presentations and workshops for faculty.
- Created and maintained Gifted Learning class website.
- LPAC Committee Chairperson and Testing Coordinator.
- Served as Reading Recovery Instructor (Summer 2000).

Tynes Elementary School – Atlanta, TX

Teacher – Grade 3

1995 – 1998

- Taught all areas of curriculum with strong emphasis on creative problem-solving and higher-order thinking.
- Instructed ESL and GT classes for grade level.
- Prepared and delivered professional presentations to faculty members on innovative teaching techniques.

EDUCATION

Georgia Tech University, Atlanta, GA
Masters – Education Administration

May 2006 (Projected)

Georgia Tech University, Atlanta, GA

Masters - Special Education/ Gifted and Talented (Minor – Education Administration)

August 2003

University of Georgia, Athens, GA

Bachelor of Science – Education/Interdisciplinary Studies (Minor – Art History)

May 1995

PROFESSIONAL CERTIFICATIONS

- Georgia Assistant Principal Certificate
- Georgia Teacher Certificate, Elementary Self-Contained (grades 1-8)
- Georgia Teacher Certificate, Elementary Art (grades 1-8)
- English as a Second Language Endorsement
- Gifted and Talented Endorsement

RESEARCH AND PRESENTATIONS

- Conducted Professional development workshops for Georgia Association for Gifted and Talented annual conferences (2000, 2001, 2004).
- Conducted Professional Development Workshops in the following areas: Nature and Needs of Gifted Students, Identification and Assessment, Differentiated Curriculum, Creativity and Instructional Strategies and Social and Emotional Needs of Gifted Learners, Effective ESL Strategies, to area school districts (1999-2004).
- Conducted action research project comparing the effectiveness of Montessori methods versus traditional teaching techniques with gifted and talented young students.

REFERENCES

References available upon request.