

YOLANDA MÉNDEZ, Ed.S
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EDUCATION

Doctor of Education Candidate, Educational Administration –Seton Hall University, expected completion - December 2010
Education Specialist, Educational Administration – Seton Hall University, December, 2008
Master of Education, Educational Administration, Capella University, December, 2004
Master of Education, Early Childhood/Elementary Education, Language Arts specialization, Rutgers University, Graduate School of Education, Rutgers Graduate School of Education, December 1994
Bachelor of Arts, Spanish Literature and Puerto Rican & Hispanic Caribbean Studies, Rutgers Graduate School of Education, October 1992 with Honors
Semester Abroad, Universidad de Valencia, España, Fall 1991

HONORS

Member of Kappa Delta Pi, International Honor Society in Education
Seton Hall University National Fellow – Doctoral Program
Member of Golden Key International Honor Society

CERTIFICATIONS

New Jersey School Administrator Certificate of Eligibility
New Jersey Principal Certificate
New Jersey Supervisor's Certificate
New Jersey Teacher of Elementary Education Certificate
New Jersey Teacher of Spanish Certificate

EXPERIENCE

Principal, Roberto Clemente Elementary School (Pre-K to 4th Grade), Newark Public School District, Newark, NJ; March, 2008 to Present

- provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil
- provide oversight for development of school mission and vision for school operation collaboratively with all school constituency
- create overall master schedule for all teachers to service a student population of 650 students
- provide and organize staff development in accordance with district guidelines, curriculum and school vision and mission
- provide teachers an opportunity to collaborate through professional learning communities
- coordinate school improvement planning collaboratively with school stakeholders by basing planning and long term goals on student achievement data
- disaggregate and analyze significant academic, attendance, scheduling and discipline data of building level concerns and provide benchmarks for achievement and success
- oversee special education services for students utilizing an inclusion model that emphasizes inclusion and a pyramid of supports designed to address the needs of all students
- advise both I&RS and CST committee in order to provide appropriate interventions with at risk students

- work with leadership team and administration in designing and implementing a standardized test preparation plan to better prepare and motivate students to perform well on standardized tests and benchmark exams
- oversee and share student discipline responsibilities with two other vice principals and successfully implement models of positive behavioral interventions and Supports
- create yearly instructional goals in order to meet Adequate Yearly Progress (AYP) for third and fourth graders taking NJASK 3 & 4
- create budget proposal and coordinate fiscal priorities to meet the needs of the school
- work with Parent Teacher Association in order to increase parental involvement in the school
- work collaboratively with social agencies in seeking the welfare of students and their parents

Special Assistant of Curriculum & Instruction, SLTII (High School Division), Newark Public School District, Newark, NJ; October 2004 – February 2008

- worked with School Leadership Team responsible for oversight of all high schools in the district
- responsible for curriculum and instruction within all of the high schools
- responsible for developing short term and long range plans of action for each school in order to improve HSPA results
- responsible for assuring high school implementation of Small Learning Communities
- responsible for assuring high school implementation of Advisory / Family Advocacy Programs
- Collaborative Assessment & Planning for Achievement (CAPA) district liaison
- QSAC (Programmatic Audit) district liaison
- liaison to high schools for School to Career initiatives
- district liaison for high schools in order to develop and maintain career focused small learning communities and magnet academies
- Secondary Education Initiative (SEI) district liaison
- Curriculum Mapping Initiative Coordinator in the high schools with Dr. Heidi Hayes-Jacobs
- New Administrator Professional Development Committee Member
- Secondary Caucus Committee Member
- College Board Liaison working together with high schools to increase AP courses & to have all syllabi approved
- worked closely with Bilingual/ESL department in order to clearly articulate needs assessment to individual high schools
- member of task force responsible for selection of SAT tutorial program
- member of “Newcomers Program” Task Force
- member of “Observation Evaluation” Task Force
- member of “Scheduling Framework” Task Force
- member of “Bilingual Education” Task Force
- member of the SAT/PSAT Task Force
- member of Governor’s Teacher of the Year Task Force
- worked with schools in developing and maintaining “common planning time” within teams for teachers
- worked closely with all district instructional departments (Teaching & Learning) on strategies for implementation in schools
- met with schools in making sure that 9th Grade Academies are running smoothly
- met on a monthly basis with all of the academic vice principals in order to articulate district initiatives
- responsible for new teacher initiative
- worked with schools on providing diverse trainings such as small learning communities and teaching in the block

- worked with department chairs, vice principals and principals in “fine-tuning” their observation procedures through one – one training and designing large scale training
- worked closely with ETS in aligning our observation tool with the espoused Charlotte Danielson Framework
- worked with curriculum committee for summer school team
- worked closely with Teach for America with placement of Corp members
- met with principals once a month for articulation and administrative team meetings
- implemented a consultancy protocol for principals
- worked with schools in analyzing data in order to design interventions and strategies for next year

Director of Instructional Technology (Promotion Earned) 2002 – October 2004

Supervisor of Technology, Dover Public School District, Dover, NJ; 1998 – 2002

- developed and managed district-wide 3 –year technology plan which included computer applications, technology integration in core content areas, network infrastructure, support & administrative staff computer implementation and technology staff development
- developed, organized and managed the implementation of district LAN/WAN
- developed and implemented content area infusion of technology throughout the curriculum
- restructured educational technology department at a district level k-12
- continually assessed functionality and optimization of network architecture, electronics and topology
- obtained over \$1 million in winning grant proposals for the district which include federally funded grants such as The Technology Literacy Challenge Fund Grant -\$95,000.00 and ACE grant, winning \$200,000.00
- organized purchase of district technology hardware, software and network infrastructure expansion
- applied and managed successful applications for E-rate/Universal service fund discounts for the last three years with total awards of over \$1 million
- member of State Department Technology Curriculum Committee
- supervised and managed the implementation of a new district-wide administrative system
- developed and implemented wireless laptop Mentor program (Anywhere Learning) in district
- continually organized district-wide staff development in the area of technology
- supervised the development, implementation and maintenance of computer systems
- developed and supervised plans to implement technology-based services to the district
- assisted in the integration of technology applications in the k-12 curriculum
- conducted observations and evaluations for district computer teachers and media specialists
- managed Educational Technology office staff of 1 Network Administrator, 2 Technicians, 1 Administrative Assistant and Technology Office Clerk
- kept informed and up to date on existing and emerging technologies in order to optimize network, hardware, interfacing and software throughout the district
- created distance learning courses with local universities for staff continuing education
- implemented curriculum based video conferencing activities between schools
- member of Morris County Distance Learning Advisory Committee
- advisor of district Technology Advisory Committee
- technology coordinator for middle states planning committee
- Member of NJ Fellowship Mentoring & Modeling Selection Committee for Morris County

Mentor, Pioneer New Media Technologies, Inc., Long Beach, CA (1997-2002)

- present at local, regional and national conferences about DVD and Laserdisc technology as well as CD-ROM and the Internet on how to “connect” these various forms of technology into the curriculum

- assist Pioneer and its dealers to provide a curriculum link for teachers, librarians and administrators

Computer Instructor, Thomas Jefferson Middle School, Edison, NJ, (1994-1998)

- developed and implemented an interdisciplinary computer curriculum
- recommended software purchases for all subject areas and departments
- developed and maintained the official school Web site
- developed and implemented an after school course for teachers on how to use computers in the classroom and how to utilize word processing as a tool in the classroom
- developed and trained support staff on school student database
- coordinated and supervised Netday activities
- worked closely with all departments in order to infuse technology into core content curriculum
- promoted appropriate use of technology, especially computers and laserdiscs in the school

Adjunct Instructor, Middlesex County College, Edison, NJ, (1996-1999)

- developed, coordinated and implemented an interdisciplinary computer curriculum
- developed and implemented ESL curriculum, port of entry (P.O.E.) through advanced levels
- evaluated and selected instructional materials
- tested students for evaluation of language proficiency

Computer Instructor, Piscataway Board of Education, Piscataway, NJ, 1995 (summer)

- developed and implemented a Technology and Multimedia Curriculum & creative writing program for Summer Youth Enrichment Program

Teacher, Bethel Christian Academy, Newark, NJ, 1992-1993

- maintained computer lab-software and hardware management
- employed an integrated language arts approach to skill acquisition in all subject areas

CONFERENCE FACILITATOR (SPEAKER)

- Pearson Education – Nova Net Users Conference Presenter (May, 2006)
- National Education Computing Conference, New Orleans, (June, 2004)
- Student Teacher Forum, Rutgers University, New Brunswick, NJ, (November 2003)
- New Jersey Association of Principals and Supervisors, Atlantic City, NJ (January 2002)
- National Association of Art Educators New York, NY (March 2001)
- New Jersey Association of Educational Technology, Lakewood, NJ (October, 1997-2000)
- Dover Public School District Staff In-service, Dover, NJ (November, 1998-2003)
- Roselle Public School District Staff In-Service Day, Roselle, NJ (October 1999)
- New Jersey Network Consortium, Morristown, NJ (April, 1999)
- National Education Computing Conference, San Diego, CA (June, 1998)
- Pennsylvania Educational Technology Conference, Lancaster, PA (March, 1998)
- National Educators of Social Studies Conference, Cincinnati, OH (November 1997)
- New Jersey Council for Social Studies State Conference, Tinton Falls, NJ (November 1997)
- New England English Association Regional Conference, Nashua, NH (October 1997)
- Art Educators of New Jersey State Conference, East Brunswick, NJ (October 1997)
- NJ TESOL State Conference, East Brunswick, NJ (May 1997)
- Teacher In-Service, Edison School District, NJ (April & November 1996 & April 1997)

RELEVANT WORK EXPERIENCE

Instructor, Professional Development Institute, Edison Township, NJ, 1996-1998

- developed curriculum for computer and Internet courses
- implemented Internet & basic computer courses

Assistant Area Coordinator, Rutgers University/Douglass College, New Brunswick, NJ, 1993-1995

- coordinated and managed computer satellite lab facilities in residence halls
- advised and supervised Global Village Program
- advised and supervised Residence Life Campus Council
- aided in development of various campus workshops and conferences
- served as speaker/facilitator for various panel discussions on campus

Intern, Coopers & Lybrand Consulting Firm, Parsippany, NJ, National Education Department, 1988-1990

- aided in the design of revised computer based audit approach program
- aided in the facilitating of workshops
- aided in the development and implementation of course material

PROFESSIONAL ORGANIZATIONS

NSDC, ISTE, ASCD, NAETS, NJECC, NJAET, NJPSA, Phi Delta Kappan, NJTESOL, Golden Key International Honor Society

LANGUAGES

Fluent in Spanish and English

REFERENCES

Information available upon request