

Vivian V. Powers, Ed.D.

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Accomplished administration and teaching professional offers years of experience in positions of increasing accountabilities demonstrating proven ability to nurture and lead all operations within high-school school settings.

SUMMARY OF QUALIFICATIONS

- Experienced in implementing comprehensive educational programs, coaching staff members, and designing unique educational strategies focused on increasing student engagement and success and teacher capacity.
 - Highly adept in managing complex programs along with maintaining positive rapport with students, guardians, and members of the community.
 - A decisive entrepreneurial leader and trainer with a consultative, assertive and positive style, who is persistent and innovative with proven expertise to interpret policies and procedures with accuracy and ease.
 - Dynamic communicator and presenter who builds alignment across all levels of an organization and excels in environments that foster innovation, adaptability, and collaboration to articulate a compelling vision while building a high-performance culture based on solid values and a strong moral compass.
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KEY COMPETENCIES

K-12 Education • Behavior Management • Budget Development • Student Engagement • Program Management
Curriculum Planning • Special Education • Policy Development • Team Leadership • Training/Coaching
Complex Problem Solving • 504 Plan Administration

CAREER COMPETENCIES

- Monitor instruction and assessment in English and Social Studies for grades 9-12.
- Manage/Facilitate on-site professional development for teachers in high school.
- Promote staff professional growth, cooperation and self-development.
- Partner with parents, teachers, guidance counselors, PPW, social workers and the court system to improve student attendance and resolve student problems.
- Communicate a clear/consistent message to students and staff to create a positive and respectful school climate.
- Evaluate and assess teacher performance during observations and walk throughs.
- Resolve conflict between and among a variety of stakeholders through proactive communication techniques and collaborative mediation.
- Orient new staff and students to promote positive relationships and increased production.
- Recruit, hire and conduct on-going and communicative staff evaluations.
- Work with community agencies to support students and their families.
- Maintain safe and orderly environment on school grounds.
- Supervise major home and away sporting events. Supervise all high school dances.
- Manage and supervise disciplinary consequences assigned to students.
- Promote and maintain open communications, positive student attitudes, respect dignity, worth of staff, students, and comply with established lines of authority.
- Communicate and implement established policies, delegating and accepting responsibility for completion of tasks and communicate program goals, objectives, and policies to the community.

- Assisted to define and disseminate information about school disciplinary policies and procedures to parents, students, staff, and community. Administered and ensured compliance with policies, procedures and instructional objectives in accordance with COMAR.
- Oversee the implementation and enforcement of student attendance procedures and disciplinary measures.
- Supervise staff, provide professional growth opportunities, and conduct classroom observations of pedagogues.
- Establish and implement policies and procedures in compliance with city/state/federal mandated requirements.
- Conduct observations and coaching of teaching to improve student academic outcomes.
- Provide customer service for all stakeholders (parents, students, and business partners.)
- Assist with analyzing data and making informed decisions about instructional strategies to improve student achievement. Lead the development of academic, discipline, and stakeholder' plans to improve the school.
- Manage school-wide discipline issues.
- Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- Counsel and provide guidance to students regarding personal, academic or behavioral issues.

PROFESSIONAL EXPERIENCE

PRINCE GEORGE'S COUNTY SCHOOL BOARD

01/1995 to Present

Assistant Principal Suitland High School, Forestville, MD 07/2016 to Present

- Monitors instruction and assessment in content areas for grades 9-12. Communicates a clear and consistent message to students and staff designed to create a positive and respectful school climate. Facilitates communication between personnel, students and/or parents for the purpose of evaluating situation, solving problems.
- Establishes and implements policies, procedures and or process for the purpose of providing direction and complying with mandated requirements. Participates and coordinates meetings and workshops for the purpose of conveying information to students, parents and staff. Creates, designs and updates the Staff Handbook.
- Partners with parents, teachers, guidance counselors, PPW, social workers and the court system to improve student attendance and resolve student problems.
- Supervises school personnel for the purpose of monitoring performance, professional development.
- Manages a variety of administrative functions to enforce district, state policy of efficiency of operations.
- Implements Common Core and State Standards school-wide.
- Uses data to make decisions pertaining to instruction to improve student growth.
- Resolves conflicts between students, teachers and parents or combinations of conflicts between various individual through proactive communication techniques and collaborative mediation.
- Monitors the attendance for staff and students.

Assistant Principal Forestville High School, Forestville, MD 07/2010 to 06/2016

- Directly manage all administrative and operational functions within a school setting with a focus on increasing productivity, engagement, and student success levels
- Oversee both daily and long-term strategic operations which includes developing annual budgets, managing internal cost/expenditures, overseeing human resources functions, administering student 504 plans, and fostering positive relationships within the community.
- Successfully created a comprehensive 9th grade student handbooks for parent use which was implemented on a school-wide basis in 2015 in addition to implementing a book club for both student and staff
- Play a lead role the management of school programs, design internal policies and best practices, and review historical data on a regular basis in order to develop future curriculum strategies

- Implement unique programs within the campus, provide both individual and group training to staff members, and diffuse complex student behavioral issues.
- Served as Lead Administrator in the absence of the Principal for approximately 3-4 months.
- Monitored instruction and assessment in English and compliance of SPED for grades 9-12.
- Monitored the work of Professional School Counselors. Facilitated and trained staff on SIT/SST referral process.
- Created and designed the Staff Handbook and 9th Grade Academy Parent Handbook.
- Supervised extracurricular school activities (i.e. games, dances, prom, etc.). Oversaw and approved all field trips.
- Managed and monitored Senior Class of 2014 events/activities and class funds.
- Conducted staff evaluations. Maintained safe and orderly environment on school grounds.

Assistant Principal Oxon Hill High School, Oxon Hill, MD 06/2005 to 06/2010

- Coordinate several administrative operations within a high-school environment which included effectively handling all daily school operations including student attendance, complex behavioral issues, and school programs in addition to overseeing off-campus activities such as prom and sporting events.
- Maintained a positive rapport with both parents/guardians and students while simultaneously counseling, evaluating, and training members of teaching and/or administrative staff. Supervised and monitored compliance of SPED and the work of the Guidance Department.
- Developed/monitored the Master Schedule and teacher entering of student grades from 2006-2009.
- Managed and monitored Senior Class of 2009 events/activities and class funds.

Assistant Principal DuVal High School, Lanham, MD 08/2004 to 05/2005

- Facilitated and encouraged collaborative decision making. Reviewed curriculum instructional plans and observed instruction. Planned and developed an effective schedule and organization of classes to facilitate student learning.
- Monitored student achievement and attendance. Supervised off-campus school-related activities such as proms and sporting events. Fostered educational efforts between parents and teachers.
- Counseled, guided, and evaluated job performance of school personnel.
- Encouraged personal and professional growth and leadership amongst staff.

Professional School Counselor DuVal High School 08/1999 to 06/2004

Master Scheduler / College Career Coordinator

- Developed and monitored the Master Schedule. Coordinated College and Career activities for students grades 9-12.
- Assisted the principal in multiple duties including informal and formal observations.
- Managed custodial and maintenance staff daily to ensure a clean and healthy school facility.

Professional School Counselor Forestville High School, Forestville, MD 06/1997 to 06/1998

- Facilitated individual and group counseling to students.
- Planned and organized parent and teacher conferences. Provided information to parents on school related issues. Maintained student records and collaborated with health services, teachers, and administrators on student behalf.

Special Education Teacher Kettering Middle School, Kettering, MD 07/1995 to 06/1997

- Developed functional academic curriculum. Assessed and modified Individual Education Plans.
- Organized and planned SIT and MDT meetings.

Home and Hospital Teacher Various Schools, Upper Marlboro, MD (Part-Time) 01/1995 to 06/1996

- Instructed students on an individual basis in a home, hospital, or community setting in a variety of subject areas. Attended school meetings (i.e. SIT, SST, IEP, 504, etc.) for students.

EDUCATION / CERTIFICATIONS / TRAINING

Doctorate, Educational Leadership Bowie State University, Bowie, MD	12/2008
Master of Education, Guidance & Counseling Bowie State University, Bowie, MD	05/1997
Bachelor of Arts / English Old Dominion University, Norfolk, VA	05/1987
Associates in Liberal Arts Tidewater Community College, Portsmouth, VA	06/1984
Advanced Professional Certificate in Administration I and Guidance Counseling Maryland State Department of Education, Baltimore, MD (Updated every 5 years)	12/2000 to 06/2020
Psychotherapy and Family Counseling Certificate Bowie State University, School of Graduate Studies and Continuing Education, Bowie, MD	12/2000
Adlerian Life Tasks: Understanding Their Impact on Holistic Living Bowie State University, School of Continuing Education and Extended Studies, Bowie, MD	10/1999
Maryland Association for Multicultural Counseling and Development Bowie State University, Department of Education Counseling Conference, Bowie, MD	05/1999
ADD/ADHD: Coping in the 90's Mental Health Association of Prince George's County, Lutherville, MD	03/1997