

Jennifer Renfro

CERTIFICATIONS

TEXAS

- Principal EC-12
- School Counselor EC-12
- Generic Special Education PK-12
- All Level Physical Education PK-12
- English as Second Language
- Elementary Self Contained 1-8
- Reading Specialization 1-8
- Professional Development and Appraisal System (PDAS)
- Instructional Leadership and Development (ILD)

HAWAII

- Elementary Education K-6
- Physical Education K-12
- Reading K-6
- School Counselor K-12
- Special Education K-12
- Teaching English to Speakers of Other Languages (TESOL) K-12

PROFESSIONAL PROFILE

- Over 30 years of Experience as an Educator
- 14 years Campus Administrative Team Experience
- Elementary School, Middle School and High School Counselor
- RTI Facilitator: Collaborative Intervention Decision Making
- Dufour – Professional Learning Communities Implementation
- CollegeBoard Campus Contact, RRISD/ACC Dual and College Connection District Committee Member, 504 Campus Coordinator
- LPAC Campus Coordinator
- District Committee Member for Dropout Prevention
- Campus Testing Coordinator * EOC/STAAR/TAKS – Online & Standard Administration- Responsible for Training and Test Security

- Early College Start Campus Coordinator
- AP Campus Coordinator and Test Administrator
- ARD Committee Member and Special Education Advocate
- Book Studies – Marzano Instructional Strategies and Formal Assessments
- Professional Development Presenter – Developing Classroom Strategies using student assessments / TEKS and the Classroom / PSAT- Integrating Critical Reading Strategies Across the Curriculum
- Hosted and presented to parents/students regarding the following; Understanding PSAT Scores, Academies and 4 Year Plan, Early College Start with Austin Community College; Yes, Your Teenager is Crazy, GPA Matters: The College Admissions Process
- Spearheaded “No Flipping Out Over TAKS” Pancake supper to promote a positive attitude for students preparing to take the TAKS test. 600 + parents and students attended

STATE LEVEL LEADERSHP

- Administrator for the Student Support Section comprised of thirteen (13) State and Federal Programs (*Homeless, Migrant, English Learner, Restraint and Seclusion, Counselors, School Based Behavioral Health IEP and 504 Services, RTI/SEL, Comprehensive Student Support System, MTSS, State Discipline Chapter 19/ Positive Behavioral Intervention System, Transition Counselor, Social Workers, Neglected and Delinquent, Foster Care, Attendance and Bullying*)
- Responsible for crafting and reviewing Statewide Memorandums on behalf of the Superintendent of Hawaii Department of Education (HIDOE)
- Write, review and provide testimony for Legislative Sessions on behalf of HIDOE
- Responsible for supervising State Initiatives and Federal Program Educational Officers
- Develop and facilitate the implementation Statewide frameworks and guidance for State and Federal Programs and Initiatives
- Present and prepare presentations for HIDOE Leadership Meetings, Hawaii Board of Education, State Office Educational Officers, Complex Area and District Personnel and School Administrative Teams
- Collaboratively work other State Offices and Departments to ensure equitable and culturally responsive support and interventions.
- Supervise Educational Officers in the area State and Federal budgets/allocations
- Develop interoffice protocol and process to efficiently and effectively complete deliverables
- Prepare Mutual Office Agreements (MOA)/Mutual Office Understanding (MOU)s, State-wide Contracts, University Affiliation Agreements and Purchase Orders (PO)

- Responsible for the Development and Implementation of State Dual Language Pilot Program
- Lead for the Development
- Responsible for the Development and Implementation of the Restraints and Seclusion Program
- Collaborate with the Hawaii Attorney General's Office
- Contract manager and SSS lead for the Pacific Islanders Transition Center

CAMPUS LEADERSHIP

- Designated as Lead Campus Administrator- Responsible for all campus activity and safety when the Principal was off campus
- Assisted the Principal with school-based leadership: in the areas of student success, effective teaching strategies and classroom management techniques
- Collaboratively developed a student- driven master schedule while maximizing limited teacher allocations
- Facilitated teacher "Learning Walks"- To recognize learning, the level of learning and the outcome of the learning
- TAKS Campus Coordinator- Responsible for teacher training, developing and organizing the testing day to meet State Guidelines (700 student campus)
- Worked with Administrative team to establish procedures and schedules for supervision of students in non-classroom environment
- Rotated with other administrators as the "Administrator on Duty" for UIL afterschool extracurricular events.
- Addressed student failures with teachers, dept. chairs and administrative team each six weeks.
- Problem-solved with students currently failing to identify non-productive behaviors and to set short and long term academic goals * *Student Academic Plan for Success*
- Debriefed with administrative team after school wide events or a specific event to discuss areas of improvement and identify areas to share as "Campus Celebrations"
- Collaboratively developed and monitored Individual Education Plans for students receiving Special Education Services

SPECIFIC TRAINING

- Cscope Curriculum Administrator Training
- RTI
- CHAMPS
- Collegeboard and AP
- Bridges.com

- Career Cruising
- ILD Training
- PDAS
- AVID
- TAKS Campus Coordinator
- 504 Campus Coordinator
- Special Education Teacher
- Title I Part A Coordinator
- AP Training/ Test Administration
- College and Career Training
- SAT & ACT Test Coordinator –Services for Students with Disabilities

PROFESSIONAL EXPERIENCE

July 2016- Presently

- Administrator for the Student Support Section
- Supervise Program Managers (Educational Officer II)
- ESSA Workgroup
- MTSS Cadre
- Monthly DES Meetings
- CSI/TSI Monthly Meetings
- EL State Monthly Meetings
- Hold bi-monthly Section Meetings
- Prepare Agenda, Present on the multiple programs I supervise
- Responsible for OSSS/OCID 21 Hour PD for SY 2018/2019
- Facilitated and Planned OCISS End of Year (2017/2018) December OSSS/OCID PLC
- Developed Action Plan for Dual Language Pilot Program
- Collaborate to Develop and Implement Behavioral Health Specialist (BHS) Licensure
- Collaborate to Develop and Implement the English Learner Teacher Program

July 2014 – June 2016 Willis Independent School District

- 2018 Cohort Counselor (600 students)
- 504 Grade Level Coordinator and Facilitator
- ARD Committee Member
- Responsible for PIEMS data
- Crisis and Intervention Counselor
- ARD Committee Member – Responsible for scheduling students to align with ARD committee decisions

- Meet with At Risk Students to develop an Academic Plan for Success
- Reminder 101
- Provide Students, Parents and Faculty with House Bill 5 Information regarding the Graduation Requirements and Endorsements
- Meet with Each to Student to Develop a Four Year Plan
- Problem Solve with Students, Parents and Teachers Regarding Academics, Behavioral and Social Issues

December 2013 – May 2014 Conroe ISD

- Fourth Grade Self-Contained Classroom Teacher (Amazing Experience to reenter the classroom after 13 years as a Campus Administrator)
- Responsible for preparing students for all four STARR administrations

August 2013 – December 2013 Leander ISD

- Elementary Counselor
- Response to Intervention Campus Committee Member
- 504 Campus Coordinator
- Campus Testing Coordinator
- Mentor Campus Coordinator
- Literacy Partnership Campus Coordinator
- PALS Campus Coordinator

August 2011 – July 2013 Round Rock ISD

- Success High School Campus Administrator
- High School Counselor Academic and Crisis Counselor
- Problem solve and participate with L19 students
- Evaluate and consult with teachers regarding students of concern in areas of attendance and academic performance
- Work with At Risk Students and Returning District Dropouts
- Conduct student/parent interviews for admittance into Success High School
- College and Career advising
- ACC – Early College Start and College Connection Coordinator
- Freshman 4 Year Plans
- Apply Texas
- College Application Process
- Transition Counselor for 8th students to RRHS
- Organize middle school orientation, registration and parent information sessions
- Host the RRHS Elective and Organization Fair
- EOC/TAKS Coordinator
- 504 Facilitator
- SST committee member

August 2008 – July 2011 Hyde Park Baptist High School Counselor/ Campus Administrator

- Lead Campus Administrator
- Assisted the Principal with Teacher Evaluations
- Mediated issues with student/faculty, faculty/faculty and faculty/parents
- Reviewed with teachers regarding student failures and classroom management
- Collaboratively built the Master Schedule, Bell Schedules and the Student Handbook
- Worked with new teachers on appropriate assessment building and differentiating student activities
- Worked with the teacher on moving from PreAP to AP World History.
- PSAT Coordinator and SAT/ACT Campus Test Coordinator
- AP Coordinator
- Coordinator Early College Start – ACC
- Individual/Group Counseling
- Stanford Achievement Administrator
- Facilitated individual Junior/Senior Meetings and Scholarship applications
- Coordinator Senior Review Day – Review applications, essays and scholarship opportunities
- Recommendation Letters
- Admission Review Committee Member – Testing Data – TEA guidelines
- Master Schedule
- CScope Support
- Manage *Counselor's Corner* webpage...
- Middle School and Varsity Tennis Coach
- Parent Information Nights and Communication regarding PSAT scores, AP program, College Admission process and Collegeboard
- Responsible for End of the Year Award Ceremony and Graduation
*Keynote Speaker 2010

August 2007 – 2008 Transition Counselor Pflugerville High School/Internship Assistant Principal

- Responsible for PGP (1st year of implementation)
- Discipline Referrals
- Administrator on Duty for UIL events
- Campus CBA facilitator
- College and Career Counselor
- AVID Campus Co Coordinator
- PreAP / AP Campus Co Coordinator
- PSAT Campus Coordinator

- Austin Community College Campus Coordinator
- FAFSA and Apply Texas
- Collegeboard Contact

July 2005 – May 2007 School Counselor Pflugerville ISD

- Kelly Lane Middle School Counselor/Campus Administrator * Hired the prior year to assist in the opening of Kelly Lane Middle School
- Worked with budget and teacher allocations to develop a student-driven course completion sheets
- Park Crest Middle School Counselor
- TAKS Campus Coordinator
- Campus Improvement Committee Member
- Gifted and Talented Campus Contact
- Co Sponsor Cheerleading and Co Sponsor Student Council
- Group Counseling/ Individual Counseling
- Peer Mediation
- Lead Counselor

July 2004 – June 2005 School Counselor Manor ISD

- Manor Middle School Counselor
- PIEMS Campus Contact
- TAKS Summer School Coordinator – Elementary
- 21st Century Grant- identified qualifying students for the program
- School Newsletter Editor
- TAKS Saturday Coordinator
- Group Counseling
- Parent Group *Using the book Raising A Teenager **RAT Support Group**
- AYP Campus Committee Member for the District

June 2004 – December 2003 Austin ISD

- Burnett Middle School
- Special Education Teacher
- Corrective Reading Teacher
- Special Education Folder Teacher
- 21st Century Grant Enrichment Teacher

August 2001 – December 2003 Buna ISD

- Fourth Grade Teacher
- Mentor Teacher
- Campus Site Base Committee Member

- Overall had the most students to receive Commended on TAKS –Reading.
Special Education Teacher
- ESL Campus Coordinator
- UIL Literary Coach
- SDAA State Testing Committee Member

August 1997 – May 2000 Evadale ISD

- Physical Education Teacher
- Varsity Volleyball Coach
- Varsity Assistant Basketball Coach
- Varsity Tennis Coach
- Content Mastery Teacher
- Special Education Campus Coordinator
- Title 1 Part A District Contact
- Eisenhower & Safe and Drug Free School Contact
- ARD Facilitator
- TIPS Program Campus Contact

August 1996- May 1997 Beaumont ISD

- South Park Middle School
- Physical Education Teacher
- Volleyball and Tennis Coach

August 1991- May 1996 Silsbee ISD

- Silsbee Middle School Chapter Reading Teacher
- Kirby Elementary Second Grade Teacher
- Physical Education Teacher
- UIL Literary Campus Coordinator
- Varsity Soccer Coach
- Freshman Volleyball Coach
- Varsity Assistant Softball Coach

December 1990 – May 1991 Newton ISD

- Newton Middle School Chapter & Enrichment Teacher
- Co Sponsor Washington D.C. Student Trip

EDUCATION

Stephen F. Austin State University

Bachelor Degree

Elementary Education / Reading Specialist

Lamar University

Master Degree

Educational Leadership

School Counseling Certification

Concordia University Austin

Educational Mid-Management

Principal Certification Program

REFERENCES