

Jenny C. Martin

Education:

Doctoral program – Educational Administration
Texas A&M University – Commerce, expected completion Dec, 2017

Master of Science - Educational Administration
Texas A&M University - Commerce, 2005

Bachelor of Science - Interdisciplinary Studies
Texas A&M University - Commerce, 2001
Specialization in Elementary and Early Childhood Education

Certifications Held:

Texas Teaching Certificates: Superintendent, 2012
Principalship, 2006
English as a Second Language (all-level), 2003
Secondary Science, 6th - 12th grade, 2002
Elementary Education, 1st - 6th grade, 2001
Early Childhood Education, Pre-K and K, 2001

Additional Certifications: T-TESS Certification, 2015
PDAS Certification, 2008
ILD Certification, 2005
GT Certification, 2002
CPI Certification, current
CPR & AED Certification, current

Administrative and Educational Experience:

2013-current

Principal:

Instructional leader of 18 teachers, 15 support staff, and 240 Pre-K-5th gr. students – Celeste Elementary
Instructional leader of 41 teachers, 30 support staff, and 670 Pre-K-2nd gr. students – Cannon Elementary
Conducted T-TESS appraisals and walk-throughs (piloted program 15-16 year)
Instructional Leader keeping up with current practices, participating in Principal Leadership Academy
Organizational manager of day-to-day building activities
Effectively budgeted purchases on campus
Conducted and participated in monthly and seasonal community partnership activities
Attended numerous professional development opportunities and presented at state and local levels
Hired new staff and worked with current staff members on growth plans
Continued involvement in Leader in Me curriculum to promote student leadership skills
Conducted ARD & 504 meetings on campus
Maintained a positive school climate and team building through implementation of PLCs and Friday activities
Awarded a \$13000 grant for improvement in Prekindergarten program
Awarded a \$3000 grant from the QISD Educational Foundation to build technology in classrooms
Worked in partnership with PTO and fundraising to acquire more electronic devices to go 1-1 in classrooms
Mentored new Principal candidates, Assistant Principal and Counselor on campus
Celeste Elem, Celeste ISD
DC Cannon Elem., Quinlan ISD

2008-2013

Assistant Principal:

Acquired Superintendent Certification through Bill Ratliff Academy
Assisted under Middle School principal throughout the year

Evaluated teachers through PDAS and walk-throughs
Handled majority of campus discipline effectively and consistently
Conducted ARD meetings on campus and at life skills campuses
Organized discipline referrals using Excel spreadsheet for communication with principal
Worked as attendance officer to help maintain attendance rate above 96%
Implemented a "Science Camp" designed for extra intervention for at-risk students in 5th and 8th grade to prepare for Science TAKS/STAAR tests
Awarded an \$800 grant from Wal-Mart to start a campus garden project
Communicated regularly with staff to help create a more positive school climate
Attended professional development including Asst. Principal Leadership Academy and principal roundtables
Member of various campus and district committees to establish rapport in community
6th Grade Science Teacher
Howe Middle School, Howe ISD

2007-2008

Assistant Principal:

Assisted under Elementary principal throughout the year
Served as Summer School Elementary Principal, 2008
Attended monthly round-table discussions with area principals and summer legal updates with other district administrators
Attended administrator professional development workshops
Grade Placement Committee member
PDAS training, completed, June, 2008

ESL District Director:

Attended numerous Region 10 ESL legal/curriculum updates throughout the year
Conducted the TELPAS rater training
Completed the Verifying and Collecting training for TELPAS writing
Facilitated the TELPAS (on-line and paper) Reading and LAT tests

4th grade teacher:

Implemented CSCOPE science curriculum in classroom and served as a CSCOPE trainer for teachers
Worked with students to differentiate instruction in Reading tutorials using the research-based Voyager Passport program; used RTI documentation
Continued to use science journals in classroom to teach student self-assessment and show growth in learning

Trenton Elementary, Trenton ISD

2005-2007

5th Grade Science Teacher

Principalship certification completed through summer coursework
ESL Certified teacher – TOP rater
Science Small Group Instructor – different levels of instruction
Reading Small Group Instructor – instruction of upper level students
Science Vertical Team member – curriculum alignment at campus level
Instructional Leadership Team Member – curriculum issues at campus level
Member of Science Cadre Team – collaborative work on curriculum at a district level
Created science curriculum maps directly correlated to the TEKS
Analyzed student testing data by creating spreadsheets and tables – Attended supplementary training with Margaret Kilgo in Austin in Oct.
Implemented new Science Journal program at campus
Worked in-depth with Hands-on FOSS Science curriculum
Created weekly team newsletter for constant parent communication
Attended 5th Grade Science Camp and participated in fund raising
Caldwell Elementary, McKinney ISD

2002-2005

Junior High Science Department Head

6th, 7th, and 8th Grade Science Teacher

6th grade Math Teacher

ESL Teacher (pullout program)

GT Teacher (pull-out program)

Facilitated budget & fund raising through Cheer Activity Account
District Site-Based Committee Member – Junior High Campus Rep.

Attendance Review Committee Member
Developed curriculum & taught summer school
UIL Coach
Communicated with parents regularly through e-mail and on school website
Leonard Junior High, Leonard ISD

2000-2002
4th grade and 6th grade teacher
Blue Ridge Middle School and Elementary

1998-2000
Substitute teacher while pursuing Educational degree