

# PROFESSIONAL VITA

Kaweeda G. Adams



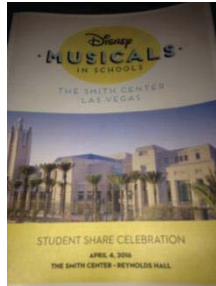
SIIS 2016 Personalized Learning Presentation



2016 National Principal Leadership Institute



2016 STEM Exposition



2016 Disney ES Musical



2016 STEM Exposition



2016 STEM Exposition



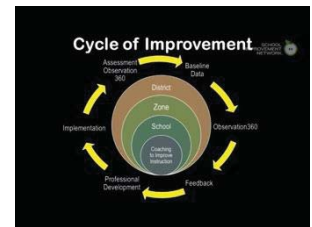
SIIS 2014 Cycle of Improvement Presentation



2016 NV MS Principal of the Year (PZ 3)



PZ 3 Anti-Bullying Campaign



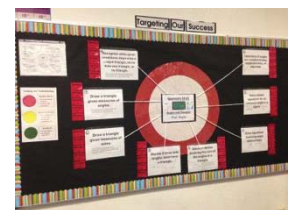
2015 Harvard Public Education Leadership Project



2016 Disney High School Musical



2016 National Principal Leadership Institute



2016 STEM Parent Night



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**EDUCATION**

Doctoral Candidate Organization Leadership	Grand Canyon University Phoenix, AZ	February 2015 – Present
MA +32 Educational Leadership and Higher Education	University of Nevada Las Vegas, NV	May 1992
BA English Education	University of New Orleans New Orleans, LA	December 1987

**EXPERIENCE****Administration**

School Associate Superintendent Clark County School District Las Vegas, NV	Performance Zone 1 (24 schools/28,116 students)	January 2017 - Present
Assist Chief Student Achievement Officer/ Assistant Superintendent Clark County School District	Performance Zone 3 (21 schools/21,725 students)	June 2012 – December 2016
Academic Manager/Assist. Supt. Clark County School District	Performance Zone 3 (25 schools/ 24,600 students)	July 2011 – June 2012
Academic Manager/Assist. Supt. Clark County School District	Area Service Center 4 (56 schools/66,000 students)	February 2010 – June 2011
Director, Instruction Unit Clark County School District	Instruction, Curriculum and Facilities Administration	October 2007-February 2010
Director, Human Resources Clark County School District	SAP software implementation Functional Team Lead	February 2005-October 2007
Director Human Resources Clark County School District	Licensed Personnel Secondary Placement	February 2003 -February 2005
Middle School Principal Clark County School District	Bob Miller MS	January 2000-January 2003
Middle School Assistant Principal Clark County School District	Duane D. Keller MS	January 1997-December 1999
Summer School Site Administrator Clark County School District	Las Vegas HS	Summer 1995
Middle School Dean of Students Clark County School District	Fremont Middle School	August 1994-December 1996

**Classroom Teacher**

Graduate Course Instructor	Regis University Student Teacher Faculty Advisor Methods of Teaching ELA and Math Methods of Teaching Special Education	September 2001-May 2004
English 10 <sup>th</sup> grade	Las Vegas HS Summer School	Summer 1994
English 7 <sup>th</sup> grade	O'Callaghan Middle School	August 1992-June 1994
English 10 <sup>th</sup> grade	Western HS Summer School	Summer 1990/Summer 1992
English 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> grade	J.D. Smith Middle School Las Vegas, NV	August 1989-June 1992
English 8 <sup>th</sup> , 12 <sup>th</sup> Reading 10 <sup>th</sup> , 11 <sup>th</sup> , and Phys Sci 9 <sup>th</sup>	St. Augustine HS New Orleans, LA	August 1988-June 1989
English 7 <sup>th</sup> /8 <sup>th</sup> grade	Linear Middle School Shreveport, LA	February 1988 – June 1988

**ADMINISTRATIVE JOB RESPONSIBILITIES****School Associate Superintendent (Performance Zone 1)**

1. Responsible for meeting the goals of the focus areas and strategic areas of proficiency; academic growth; narrowing achievement gaps; preparing students for college and careers; identifying the value of programs and practices; reducing disproportionality; providing a safe and welcoming climate; and engaging stakeholders in school and Clark County School District-related matters
2. Responsible for compliance with all applicable federal, state, and local laws
3. Provides support, supervision, coaching, and mentoring to a portfolio of twenty-one K-12 principals
4. Provides leadership to school staff in the operation of school organizational teams to provide assistance and advice to the principal and to implement and monitor school improvement processes
5. Serves as the liaison between school principals and the Superintendent or designee; advocating for the needs of schools; and ensuring compliance with requirements from the Superintendent or designee
6. Reviews and approves the plans of operation for schools, including all budgets and school performance plans, and ensures their effective implementation: School Performance Plans, Title Plans, Family Engagement Strategies, EL Master Plan, Read By Grade 3, Strategic Budget, NW Accreditation Plan (HS)
7. Responsible for the performance of schools based upon District and state accountability measures, student achievement and growth measures (formative/summative), and annual surveys of school stakeholders (District-wide surveys, site-based surveys, zone-level surveys): Acuity Assessments, SBAC, increase in AP enrollment and pass rates, increase in graduation rate (88%), increased EL students exiting services (12%)
8. Ensures that schools maintain a positive climate for learning for students, staff, and parents
9. Monitors and ensures the condition of the physical assets including the neatness and cleanliness of the buildings and grounds and the safety, security, and state of maintenance and repair of the buildings, grounds, furnishings, and equipment
10. Provides school principals with support and assistance to meet the requirements of the Nevada Educator Performance Framework
11. Provides support and development to school principals in goal-setting, observation and feedback, conferencing, and identification and collection of evidence
12. Responsible for effective planning, oversight, and control of the expenditure of all allocated funds
13. Actively promotes and maintains a relationship of mutual trust, confidence, and respect among all District staff
14. Maintains an understanding of the issues in the District and is responsible for information disseminated inside and outside the District
15. Promotes and behaves with integrity in relationships with colleagues, students, parents, the community, and when representing the District
16. Demonstrates a commitment to transparency and timeliness

17. Creates and sustains a focus on learning and a culture of continuous improvement, including the effective use of multiple data sources
18. Aligns curriculum and instruction with resources in a manner that is culturally responsive, strategic and diverse through professional development and progress monitoring: The Equity Framework, Culturally Responsive Teaching, Teaching with Cultural Intelligence
19. Demonstrates success in improving student achievement for all students
20. Demonstrates successful leadership experiences in professional development, supervision, and evaluation
21. Demonstrates effectiveness in planning, scheduling, and allocating resources; reaching logical conclusions and making high-quality decisions using appropriate decision-making processes; and accepting responsibility for actions and consequences
22. Demonstrates success in exercising good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employees, students, parents, and community members
23. Seeks and accepts constructive guidance from immediate supervisor and from building-level administrators through systemic zone-level feedback surveys throughout the school year
24. Demonstrates the ability to communicate effectively with diverse audiences

### **Assistant Chief Student Achievement Officer (Performance Zone 3)**

1. Responsible for the oversight and implementation of the curriculum, instruction, assessment, progress monitoring process, supervision, and evaluation of school leaders (21 schools/ approximately 20,000 students)
2. Responsible for ensuring schools are in compliance with federal, state, and local policies and regulations
3. Collaborated with CCSD IDPL in order to develop customized school support teams to address curriculum development, best practices in instructional delivery, and monitoring the effectiveness of the delivery of instruction
4. Provided school leadership teams mentoring, guidance, and support in developing school curriculum and interventions to meet the needs of students
5. Facilitated collaboration among parents, community members, school leadership, and instructional teams at various sites so that schools may learn from each other and share best practices with parents and community members
6. Facilitated the use of Kagan Strategies and higher level cognitive demand to enhance differentiated instruction via the implementation of student engagement strategies and discourse among students
7. Monitored the effectiveness of professional development via student performance data on a monthly basis
8. Provided coaching and mentoring opportunities for teacher and administrators as needed
9. Utilized an electronic evaluation tool in order to provide meaningful feedback to administrators and teachers at school sites
10. Monthly data analysis with site-based leadership teams and school improvement teams in order to determine the root cause of what the data was showing, develop meaning from the results, determine interventions/next steps, and the timeline for continued monitoring
11. Facilitated/Organized/Delivered professional development relevant to the needs of the schools as determined by the data (i.e. IU Instructional Leadership Series, PZ Professional development)
12. Monitored the progress of school and district initiatives and ensured best practices were implemented in order to meet/exceed the expectations
13. Worked collaboratively with school support teams to analyze school climate and school culture, then worked to build a strong leadership team in order to facilitate a positive school climate and school culture
14. Collaborated with site administrators/school improvement teams in order to identify best practices and required support to enhance instructional program components
15. Responsible for the development and implementation of professional development for principals
  - PZ 3 Building Engaged Schools
  - Leadership and Self-Deception: Getting Out of the Box
  - Leverage Leadership: Observation/Feedback Cycles
  - Equity Framework and Culturally Sensitive Supervision and Teaching
  - Instruction Unit Leadership Series: Productive Group Work, Making Thinking Visible, Student-Centered Coaching, High Impact Instruction, Better Conversations w/ Jim Knight, NEPF, Strategic Budgeting, Professional Growth System and Student Learning Goals

#### **Academic Manager/Assistant Superintendent Area Service Center 4**

1. Supervision/Evaluation of 28 of 56 CCSD Area Service Center 4 (ASC 4) schools K-12
2. Conducted classroom observations and targeted the Components of an Effective Lesson, student engagement strategies, and Depth of Knowledge levels
3. Coordinated with Student Support Services Division and ELL departments in order to address the unique needs of students
4. Collaborated with school administrative and leadership teams regarding the data analysis (i.e. Quality Assurance Framework, School Improvement Plan, School Accountability Report, school profile, AYP data, and student performance data) at the site in order to determine the school's progress toward accomplishing the previous evaluation directions
5. Broker resources and leverage the coordination of various department services to schools in ASC 4
6. Participated and facilitated School Support Teams (SSTs)
7. Conducted Curriculum walks to assess the delivery of instruction in Area 4 schools
8. Participated in NCCAT analysis and site visits of identified Area 4 schools
9. Collaborated with Area 4 schools' Leadership teams regarding the appropriate Targeted Assistance needed based on school/student performance data
10. Facilitated the Differentiated Grading Committee (ASC 4 Cohort II) which included discussion and action plans regarding the value of homework, missing assignments, and the weighting of grades.
11. Attended school leadership team meetings and department meetings
12. Attended student council meetings and activities to support students (fundraisings activities, community service efforts, student recognition activities/performances, homecoming activities, etc.)
13. Attended parent meetings (PTA/PTO/Parent Advisory meetings)
14. Participated in Area 4 Leadership Team meetings, Principals' meetings, AP/Deans' meetings, Area 4 PAC meetings, TEACH meetings, Principal Advisory meetings, Just Ask Deans' meetings, and staff meetings

#### **Director, CCSD Instruction Unit**

1. Clark County School District Instruction Unit coordinator of 9<sup>th</sup> Grade Academy/SLC Seminar
2. Nevada State Board of Education Committee Member
  - a. Uniform Grading Policy
  - b. Alternate Assessment for NHSPE in Writing
  - c. Promotion/Retention of Students
3. Clark County School District Instruction Unit liaison to Facilities Division
  - a. Assessed Facility Designs
  - b. Aligned Facility Designs to the Curriculum Needs
  - c. Coordinated New School Openings
  - d. Perfect Schools Committee-Prototype Design
  - e. CEFPI member
  - f. Standards Committee for New Schools
4. Community Liaison
  - a. United Way- Commitment to Education
  - b. Ethnic Recognition Support
  - c. NV PIE – Inclusion Education Practices
  - d. Nevada Partners Fellows Academy
  - e. Communities in Schools
  - f. Urban Chamber of Commerce

#### **Director Secondary Placement, Human Resources**

1. Allocated staffing for 190 secondary schools based on district approved budget formula
2. Staffing 190 secondary schools/alternative education/vocational education schools/ Departments within CCSD (Title I, At-Risk, low – high socio-economic schools, and diverse populations)
3. Recruited, Screened, Hired, Monitored qualified teachers for CCSD teaching positions
4. Verified licensure for teaching positions in CCSD

5. Implemented electronic tracking processes in the Human Resources Division: On line submission of student counts, support staff conversion units, teacher prep buys-enhanced accountability of funds spent
6. Staff Development: CCSD Administrators-Human Resources Management System
7. Staff Development: HandHeld Technology, Lesson Plans, Classroom Management, Innovative Instructional Strategies and Methodologies
8. Coordinator of WE CARE Program on campus
9. District recruiter
10. District screener of applications
11. District interviewer: teacher, support staff, and administrative positions
12. Interviewed and staffed two new middle schools within the district allocations:
  - a. Keller MS 1998 (assistant principal)
  - b. Bob Miller MS 2000 (principal)
13. Administrative teamwork in developing and implementing opening and closing school procedures
14. Coordinator of Student-Parent handbook
15. Coordinator of student agenda mate planners
16. Facilitator of school-wide ethnic recognition activities
17. Administrator responsible for Multicultural Education activities, Multicultural Education activities
18. Administrator responsible for coordinating two full-day staff development days to align with school-wide objectives: Improving Instruction through technology, InterAct/WorldWide capabilities at Fremont, Conflict Resolution, Writing Across the Curriculum, Technology in the Classroom
19. Administrative coordinator for Citibank's Classroom Incorporated
20. Supervision and evaluation of teachers: English, Reading, Math, Science, Social Studies, and Electives

#### **Professional Development/Workshops Conducted (2016-1997)**

1. CCSD Regulation and Policies: CCSD Administrative Handbook Workshop
2. STEM – Science, Technology, Engineering, and Mathematics Conference Presenter
3. Guest Speaker – “Making A Lasting First Impression” AKAtween: Youth Enrichment Group
4. Money Matters Seminar –co-chair and presenter
5. Supervised and conducted In-services for teachers in the development of a comprehensive course expectation sheet which addressed the course scope and goals, prerequisites, pre-assessments, post-assessments, performance outcomes, career objectives, course topics and sequence, course activities, textbooks, evaluations, behavioral expectations, and grading procedures.
6. Conducted mini-workshops and assisted teachers in the utilization of a variety of resources to enhance their instructional program (peer coaching, peer observations, utilization of the learning strategist, and computer technologist)
7. Administrative liaison with the Multicultural Education Committee
8. Coordinated ethnic recognition week activities
9. Coordinated guest speaker from Project MCE –Presented to faculty regarding the integration of multicultural activities in the instructional program
10. Course work: Theory and Research in Multicultural Education (1996)
11. Conducted staff orientation/workshops to address classroom management and organization in addition to developing and implementing effective security plans, enforcing CCSD regulations, and following compulsory attendance laws
12. Conducted and developed Leadership Dean's Training Program
13. Conducted and developed Initial Service Training for Deans and assistant Principals
14. Presented strategies to new teachers with regard to effective classroom routines, reducing transition time, streamlining clerical tasks, beginning and ending classes promptly, and implementing closure activities
15. Conducted faculty/staff, student, and parent orientations, conferences, and workshops in order to communicate district and school regulation/policies
16. Developed a standing discipline committee by which teachers brought discipline and safety concerns with possible recommendations for improvement in order to enhance the school climate with regard to discipline and safety
17. Conducted teacher orientation and pre-observation conferences which provided and explained to teachers the procedures and criteria (Standards of Quality) to be utilized in the supervision and evaluation process

18. Developed a schedule for conducting and completing observations and evaluations
19. Attended Secondary Education sharing sessions:
  - a. Northwest Accreditation in-service
  - b. S.M.A.R.T. workshop
  - c. Curriculum Trends
  - d. Supervision of the Content Areas:
  - e. Math (discussed and reviewed math audit process)/Science/English/Foreign Language
  - f. Technology Integration, Power Point I and II (advanced), Brain-based research, Testing and Evaluation, Reading Programs to Improve Student Achievement
20. Conducted and scheduled classroom formal and informal observations in order to enhance instructional performance
21. SDSD initial Service Training – supervision/evaluation of licensed personnel, observation techniques, and legally sufficient documentation
22. Conducted pre-observation conferences with each teacher supervised in order to discuss accurate attendance documentation, grading procedures. Writing Across the Curriculum/Reading Across Curriculum activities, technology plans with in instructional program, behavioral/course expectations, and Teacher Identified Objectives
23. Provided teachers with written appraisals and directions for improvement based on classroom observations and conferences
24. Provided direct supervision of support staff (registrar, secretaries, instructional assistants)
25. Developed written appraisals which included recommendations and accomplishments
26. Participation in the organization, development, and implementation of activities on the LIT, Literacy, Focus Group, Technology Plan, DC/Team Leader meetings, and co-coordinator of staff development days
27. Coordinator of clubs and activities on campus
28. Administrator responsible for teacher and support staff recognition's during National Teacher appreciation Week
29. Participation in Initial Service Training for Assistant Principals: Budget, Curriculum Trends, Master scheduling, supervision/evaluation, block and year round scheduling
30. Facilitator for Educational Leadership I (2 years)
31. Teachers encouraged to interact with each other to share operational and instructional information from seminars and workshops attended
32. Coordinated staff development to address instructional modification and adaptations for ADD/ADHD students, improving instruction through technology, InterAct/World Wide Web capabilities, conflict resolution, and Writing Across the Curriculum
33. Administrator responsible for supervision of Special Education  
Ensured that IEPs were conducted and paperwork was completed in compliance with federal and district guidelines
34. Conducted training workshops for teachers and administrators on effective testing procedures
35. Coordinated testing procedure for 8<sup>th</sup> grade Writing Proficiency and 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade Terra Nova/TCS testing
36. Attended standardized testing in-service conducted by Dr. Judy Costa in which appropriate testing procedures and security issues were discussed and reviewed
37. Assisted teacher in the analysis and evaluation of the syllabus-based assessment results
38. Reviewed syllabus-based assessment analysis (pre and posttests) with teachers supervised and discussed students' strengths and weaknesses
39. Held mini-workshops with teachers on the development and implementation of strategies utilized to address deficiencies and enhance strengths
40. Assisted teachers in determining where re-teaching and/or enrichment activities were necessary as in alignment with syllabus-based assessment results
41. Reviewed teachers' evaluations/summaries of how effective the implemented strategies were and what growth had occurred between the administration of the syllabus-based assessment pre and posttests
42. Observed teachers implementing learning strategies (i.e. mapping, two-column note-taking, outlining, vocabulary cards, etc) throughout the instructional program and the study hall program.
43. Conducted workshops with hands-on activities: lesson plans; benchmarks
44. Reviewed long-and short-ranged lesson plans and class activities to ensure instructional programs were in alignment with CCSD adopted course syllabi and special education curriculum guides

45. Monitored lesson plans on a regular basis to ensure alignment with school-wide benchmarks which were based on course syllabi
46. Coordinated staff development activities to support inclusion, Section 504, ADD, and ADHD students
47. Assisted with the organization and implementation of ten-days of staff development in the opening of Keller MS where the following topics were addressed: 4MAT lesson plans, the role and responsibilities of the Learning Strategist, writing across the curriculum, and study strategies
48. Conducted in-services on Cooperative-Consultative Model teaching
49. Ensured special education instructional programs were in alignment with course syllabi for the regular education counterpart as reflected in long-and short-ranged lesson plans
50. Special education teachers document the modification and adaptations implemented according to the student's IEP
51. Assistance given to faculty with regard to modifications and accommodations that could be implemented in the regular classroom setting and within the special education setting
52. Attended administrative sharing sessions:  
Curriculum Trends in Content Area Learning, Career Ed. In Curriculum Program Development
53. Participation on the Textbook Adoption Committee

#### **CONFERENCE PRESENTER and CONFERENCES/SEMINARS ATTENDED**

March 2017	Principal Selection Pool Training (CCSD)
December 2016	Just In Time CCSD Reorganization Training
September 2016	School Improvement Innovative Summit (SIIS Conference) – Salt Lake City, Utah Presenter: Personalized Learning for Teachers and Administrators
July 2016	National Principals' Leadership Institute – New York, NY
July 2015	Public Education Leadership Project – Boston, MA Harvard Business School
March 2015	ASCD Annual Spring Conference – Houston, TX
December 2014	Learning Forward Annual Conference – Nashville, TN Presenter: School Improvement Best Practices
September 2014	School Improvement Innovative Summit (SIIS Conference) – Salt Lake City, Utah Presenter: School Improvement Best Practices Utilizing Instructional Rounds
November 2013	ASCD Conference on Educational Leadership – Las Vegas, NV
October 2012	ASCD Conference on Educational Leadership – Atlanta, GA
April 2011	National Council on Educating Black Children Conference-Las Vegas, NV
March 2011	ASCD Annual Conference – San Francisco, CA
February 2011	Ron Spriggs Exhibit of Tuskegee Airman
January 2011	CCSD Regulation/Policy Training: CCSD Administrative Handbook Training
January 2011	CCSD Recruitment – Atlanta, GA
November 2010	What We Need to Know About Teaching Students with Disabilities Training
November 2010	Capturing Kids Hearts Training



November 2010	RTI Workshop: Lexia Reading and Assessment Without Testing
November 2010	NAME Conference
October 2010	Principals' Leadership Development Design Team (ASC4)
August 2010	CyberCREST Community Relations Exec Seminar
August 2010	Title I mini-conference – Las Vegas, NV
August 2010	Differentiated Supervision Professional Development
July 2010	National Conference on Differentiated Instruction
November 2002	Guest Speaker at Regis University: Classroom Management
April 2002	Staffing Workshop with Administrative Team Interviewing Techniques and Questions What to look for during the interview/body language/responses patterns Staffing the building and district ratios Characteristics that fit our building
January 2002	Staff Development Workshop on Test Analysis
September 2001 – May 2004	Instructor at Regis University Student Teacher Faculty Advisor Methods of Teaching reading and language arts Methods of Teaching reading, language arts, and math Methods of Teaching Special Education
June 2001	Creating School in Harmony: How to Improve Staff Relationships
June 2001	Improving Communications: How to Say It Using Technology AKA Regional Convention
April 2001	Integrating Study Strategies throughout the Curriculum and Developing Action Plans
April 2001	Guest Speaker at Regis University Introduction to Administration Course
March 2001	Technology Presentation: (Secondary Education Division) Developing Basic Power Point Presentation AKA
March 2001	Inspiring Teachers to Use Technology
February 2001	Test Score Analyses: How to Interpret Test Data and Develop Action Plans
February 2001	Administrative Sharing Session Technology: How to Get Started (Secondary Education Division)
August 2000	Writing Across the Curriculum workshop for English department at Bob Miller Middle School
December 2000	Guest Speaker at UNLV Introduction to Administration course
May 2000	Goals, Mission, Vision of New School Faculty Workshop
April 2000	Department Chairman Workshop/Training