

MONIQUE DEMAS

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monique.demas@iname.com

PROFESSIONAL PROFILE

Professional educator with working knowledge of educational administration and supervision. Possess twelve (12) years of experience in secondary education. Excellent communication skills with a strong desire to empower teachers and students throughout the learning process.

EDUCATION

UNION UNIVERSITY

Germantown, TN

Education Specialist, May 2002

Emphasis: Administration and Supervision, GPA: 4.0

UNIVERSITY OF MEMPHIS

Memphis, TN

Master of Arts in Teaching, August 1989

Emphasis: Curriculum and Instruction, GPA: 4.0

CHRISTIAN BROTHERS UNIV.

Memphis, TN

Bachelor of Science in Natural Sciences, May 1988

Emphasis: Biology, GPA: 3.4

PROFESSIONAL EXPERIENCE

- **WOODDALE HIGH SCHOOL, Memphis, TN, August 1996 – Present**
Responsibilities: Pre Algebra, Algebra I and II, Geometry and coached volleyball and softball
- **FAIRLEY HIGH SCHOOL, Memphis, TN, August 1992 – June 1996**
Responsibilities: Pre Algebra, Algebra I, Geometry, Psychology and coached volleyball and softball
- **IMMACULATE CONCEPTION HIGH SCHOOL, Memphis, TN, October 1989 – June 1991**
Responsibilities: Algebra II, A. P. Biology, Anatomy & Physiology, Spanish II & Coached basketball and soccer

PRACTICUM EXPERIENCE

GEORGIAN HILLS JUNIOR HIGH, Summer 2001

- Performed drop-in observations of summer school teachers
- Scheduled student and teacher classes for 2001-02 school year

WOODDALE HIGH SCHOOL, Fall 2001

- Participated in M-Team meetings
- Reviewed student disciplinary referrals
- Metal detector set-up and searches
- Basic Win School training to track student discipline and attendance
- TCAP testing; including accounting for test distribution and collection, testing locations, teacher coverage, irregularities and paperwork
- Assigned teachers to cover classes when subs were not available

RIDGEWAY HIGH SCHOOL, Spring 2002

- Maintenance and tracking of students in the after school detention program
- Memphis City Schools finance and accounting procedures
- Inventory procedures
- Development of student handbook
- Overview of teacher observations and importance of Professional Development Plans

AREAS OF CERTIFICATION

- Administration and Supervision, 2002
- Psychology, *date*
- Biology, *date*
- Mathematics, *date*

PRESENTATIONS

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|--|---------------|
| • <i>Financial Implications of Bilingual Education</i> | April 2002 |
| • <i>Changing Styles of Leadership</i> | November 2001 |
| • <i>School Improvement Plans – New Insights</i> | June 2001 |
| • <i>Ethical Leadership in an Unethical World</i> | April 2001 |

PROFESSIONAL DEVELOPMENT

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| • Gateway Algebra I Resources | April 2002 |
| • Tfas Instructor Training (ti-83 Plus) | Winter 2001 |
| • Middle School Seminar | July 2001 |
| • Create a Homepage for Classroom Teachers | July 2001 |
| • Loud and Clear – How to Prepare and Deliver Effective Presentations | July 2001 |
| • Summer Leadership Institute - Algebra | July 2000 and 2001 |
| • Equity 2000 | July 1995 |

TECHNOLOGY SKILLS

- Microsoft Office (Word, PowerPoint, Excel)
- Internet & E-mail
- Web Page Development

COMMUNITY SERVICE

- St Jude Math-A-Thon Coordinator
- Girl Scouts of America – Daisy Troop Leader
- Boy Scouts of America

OTHER RELATED EXPERIENCE

Algebra Camp, Summer 2000 and 2001

Responsibilities: First year - classroom teacher, Second year - conducted lab activities

REFERENCES

Upon Request

Cara Carnes Stokley

P.O. Box 90100 * Memphis, TN 38190 * Phone: 634-6665 (h) or 321-2555 (w)

Email: cstokley@mail.scs.k12.tn.us

Objective

To become an instructional leader and life-long learner who is cognizant of best practices and educational research findings concerning contemporary educational issues.

Education & Certification

UNION UNIVERSITY – Jackson, TN

Education Specialist Degree in Leadership , August 2002

Shelby County Education Association Scholarship **Grade Point Average: 4.0**

BETHEL COLLEGE – McKenzie, TN

Master of Arts in Education with an emphasis in Curriculum and Instruction

Grade Point Average: 4.0

MISSISSIPPI STATE UNIVERSITY, Jackson, MS

Bachelor of Science Degree in Biological Sciences, May 1990 - Honors Graduate

TEACHER CERTIFICATION BY THE STATE OF TENNESSEE

Certification in Biology, Chemistry, Physics, and General Science, May 1991

Memberships

- Zeta Tau Alpha Sorority – Pledge Trainer, Student Government – Elections Commissioner
- Key Club and various other honor clubs

Employment Opportunities

Program Manager - Shelby County Schools, January 2002 – Present

Duties include planning and organizing math and science activities for high school girls, communicating with businesses and community members, and overseeing \$711,000 project budget

Teacher - Shelby County Schools, 1991- 2002

Teaching assignments include AP Biology and Chemistry (10 years), and Physical Science (1 year)

Professional Organizations

- Tennessee Education Association
- Shelby County Education Association
- Parent-Teacher-Student Association
- National Science Teachers Association
- National Council of Teachers of Mathematics

Seminars/Conferences

- Leadership seminars presented by Shelby County Schools
- National and regional meetings of the National Science Teachers Association
- National meeting for the National Council of Teachers of Mathematics
- Greater Memphis Technology Leadership Forum

Leadership Roles

Presenter, Teacher Inservice Activities:

- Classroom Management – Rules, Discipline, and Syllabus
- Presenting Exciting Lessons
- How To Do It All – At Home and At School

Presenter, County-wide Teacher Inservice Activities:

- Computer-Based Labs (beginners and advanced)
- University of Tennessee at Memphis City Lab
- Hands-On Plastics
- Water Quality Testing
- Computer Dissection
- Videoscopes and Slides

Presented inservice for county administrators on the use of Computer-Based Labs

Presented at New Teacher Workshops

Bartlett High School Leadership Roles include:

Science Department Chairperson; School Improvement Plan Chairperson; Mentor for New Teachers
Hazardous Communication Plan Trainer; Prom Committee Sponsor; Pom Squad Sponsor

Committees within Shelby County Schools:

Strategic Plan Committee for Professional Development; Inservice Planning Committee; Curriculum Guide Committee for Chemistry and Honors Biology; Science Safety Manual Committee; Textbook Adoption Committee; Shelby County Education Association Student Scholarship Committee

Honors/Awards

Technology-2000 Grant for computer integration in the classroom

- Pfizer Grant for Technology
- Who's Who Among America's High School Teachers
- Teacher Appreciation Award – presented by the Shelby County Board of Education on behalf of a Bartlett High School Salutatorian
- Inspirational Teacher Award – presented by the American Chemical Society
- Shelby County Education Association Scholarship recipient

Technology Skills

- Slide Shows
- Web Quests
- Databases
- Spreadsheets
- Word Processing
- Internet
- E-mail
- Draw and Paint
- Filemaker Pro
- Inspiration

Cara Carnes Stokley

*P.O. Box 90100 * Memphis, TN 38190 * Phone: 634-6665 (h) or 321-2555 (w)*

Email: cstokley@mail.scs.k12.tn.us

References

- Michael Parnell, Bartlett High School Principal 901-373-2620
- Lorraine Jones, Shelby County Schools Science Supervisor 901-321-2580
- Maruta Krastins, Friend and retired teacher 662-893-0361

Cedwin Grey

7000 Topaz Cove • Memphis, TN 38124 • (901)757-1000 • graycedwin@bellsouth.com

Self-motivated and enthusiastic Assistant Principal candidate with excellent communication and leadership skills. Dependable, organized, personable, loyal, and dedicated to student achievement. Background includes professional managerial training, Ed.S. degree in School Administration, and personnel management experience.

EDUCATION

UNION UNIVERSITY – Germantown, Tennessee

Educational Specialist Degree, August 2002

Certification in School Administration K-12 **GPA 4.0**

UNIVERSITY OF MEMPHIS – Memphis, Tennessee

Master of Arts in Teaching, May 1999 **GPA 3.7**

Certification in Elementary Education 1-8

UNIVERSITY OF MEMPHIS – Memphis, Tennessee

Bachelor of Arts in Political Science, December 1994

Who's Who Among College Students, May 1994

PROFESSIONAL EXPERIENCE

DOUGLASS ELEMENTARY SCHOOL – Memphis, Tennessee

Classroom Teacher – 6th grade, August 1997–May 1998

5th grade, August 1998–May 1999

CRUMP ELEMENTARY SCHOOL – Memphis, Tennessee

Classroom Teacher – 5th grade, August 1999–June 2000

Site Based Council Chairman – August 2000–June 2002

Grade Chairperson – 5th grade, August 2001–2002

MESSICK ADULT CENTER – Memphis, Tennessee

Evening Site Administrator – GED Program, August 1999–June 2002

DEPARTMENT OF INSTRUCTION AND SCHOOL EFFECTIVENESS – MCS, Memphis, TN

Student Administrator – August 2001–June 2002

LEADERSHIP

CRUMP ELEMENTARY SCHOOL – Memphis, Tennessee

Facilitator of Reading Practices Workshop, Spring 2001

- Presented PowerPoint on latest reading practices
- Prepared and implemented lesson plans in the area of reading for intermediate grades

CRUMP ELEMENTARY SCHOOL – Memphis, Tennessee

Facilitator of Team Building and Problem Solving Workshop, Spring 2001

- Directed Para-professional team in team building and hands-on problem solving skills using real life challenges in school. Para-professionals created action plans to implement in school.
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PROFESSIONAL MEMBERSHIPS

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

Organization primarily for leaders in elementary, middle, and secondary education

MEMPHIS EDUCATION ASSOCIATION

Professional organization representing educators in the Memphis City Schools

NATIONAL MIDDLE SCHOOL ORGANIZATION

Organization primarily for leaders in middle school

UNITED WAY OF MEMPHIS AND THE MID-SOUTH

Non-profit organization that assists our communities

TAACE – ADULT EDUCATION ASSOCIATION

Organization for the professional development of adult education instructors

PROFESSIONAL DEVELOPMENT

- **TECHNOLOGY IN THE CLASSROOM**, Teaching and Learning Academy – Spring 2002
 - **EFFECTIVE BARGAINING**, Memphis Education Association – Summer 2001
 - **USING POWERPOINT**, Teaching and Learning Academy – Fall 2001
 - **USING WORD AND EXCEL**, Teaching and Learning Academy – Fall 2001
 - **MINORITY LEADERSHIP TRAINING**, Little Rock, Arkansas – Fall 2000
 - **A LOOK AT MULTIPLE INTELLIGENCES**, Memphis, Tennessee – Fall 2000
 - **US DEPT. OF EDUCATION CONFERENCE ON TEACHER QUALITY**, Denver, CO – Summer 2000
 - **CHINESE CULTURAL STUDIES**, Central China Normal University, Wuhan, China – Summer 1999
 - **MAKING STRIDES FOR THE FUTURE**, Memphis, Tennessee – Fall 1999
 - **SUCCESS FOR ALL CONFERENCE**, San Francisco, California – Spring 1998
 - **EMERGING LEADERS CONFERENCE**, Memphis, Tennessee – Fall 1998
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HONORS & ACTIVITIES

ANTIOCH MISSIONARY BAPTIST CHURCH

Assistant Pastor

FULBRIGHT-HAYS STUDY ABROAD PROJECT – CHINA

Fellowship awarded in summer 1999

READER'S DIGEST DEWITT-WALLACE PATHWAYS TO TEACHING FELLOWSHIP

Graduate of program - summer 1998

Cedwin Grey

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REFERENCES

MYRA I. WHITNEY - PRINCIPAL

Crump Elementary School
(901) 333-1970

MARIETA HARRIS, ED.D. – ASSOCIATE SUPERINTENDENT

Department of Curriculum and School Effectiveness – Memphis City Schools
(901) 220-3241

NANCY EASLEY, ED.S. – DIRECTOR OF GRADUATE STUDIES IN EDUCATION

Union University, Germantown
(901) 799-0029

MICHELE ATKINS, ED.D. – DIRECTOR OF GRADUATE STUDIES IN EDUCATION

Union University, Jackson, Tennessee
(731) 664-5483

MATTHEW SHARP – SUPERVISOR

Messick Adult Education Center
(901) 355-4848

LONNIE HARRIS, ED.D – ADJUNCT PROFESSOR/VICE-PRINCIPAL

Union University/Germantown High School
(901) 766-2350

JOYCE WOODS – ADMINISTRATOR

Division of Employee Relations - Memphis City Schools
(901) 668-9999