

Beverly Enriquez

4421 Camino Del Norte
Sierra Vista, Arizona
(520) 255-2707

I am an experienced educational administrator with proven expertise in district leadership, federal and state grant programs management, curriculum development, school reform and improvement, instructional leadership, school management, Instruction in Methodologies in Second Language Acquisition, Language Arts, and Early Childhood, instructional leadership, staff development and instructional program implementation aggressively pursuing an opportunity to demonstrate my abilities in your organization.

PROFESSIONAL EXPERIENCE

Educational Administrative Experience

- Served as the Douglas Unified School District's Curriculum and Federal Programs Director. This position is responsible for NCLB compliance, federal projects, and assistance in grants management, ELD, gifted, migrant, academic coaches, curriculum, instruction and assessment.
- Evaluated teacher transcripts and certifications in order to comply with NCLB mandates for Highly Qualified Teachers
- Successfully assisted in writing and managing all federal and state entitlement grants (\$5 million).
- Helped principals create budgets for each school, utilize their allocations, and keep records of their purchases
- Led the process for authoring and implementing successful Arizona school improvement plans, Title I School wide Plans and the District LEA Consolidated Plan collaboratively with local stakeholders and ADE personnel to ensure school success.
- Developed a comprehensive teacher-training program that was carefully aligned to the Arizona State Standards for teaching and the school's mission ensuring that all staff were highly qualified.
- Evaluated, implemented, and created the instructional models K-12 educational settings.
- Oversaw and coordinated the adoption of textbooks in all areas and levels for 7 years.
- Adopted and executed quarterly benchmark assessments, Dibels testing, AZELLA testing, Galileo testing from ATI assessment, and other forms of assessments as needed to make data driven decisions.
- Coordinated and supervised a K-5 elementary school with 300 students, 13 teachers, 10 instructional assistants, office personnel, custodial staff and cafeteria staff including all activities and programs at the building level.
- Worked with faculty, staff and community members to accomplish District goals and objectives through site-based management and shared leadership strategies.
- Helped in the preparation for board meetings by creating the agenda, gathering back-up, posting agendas and collaborating with the board president.
- Authored teacher manuals, policy handbooks, and handbooks for various school programs.
- Created professional development on special education
- Led child study teams, wrote and implemented IEPS, planned lessons for paraprofessionals to carry-out with students with special needs
- Created site councils, agendas for site councils, chaired site council
- Created and led character education programs for the whole school, including parents and teachers

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EMPLOYMENT HISTORY

Berean Academy

Director Federal Programs & Special Education
Sierra Vista, Arizona
6/2016-present

Grand Canyon University

Supervisor for Student Teachers
8/2016-present

Special Education Teacher

Bisbee Unified School District
Bisbee, Arizona 1/2016-7/2016

SEI Instructor (On-line)– Arizona Department of Education

Phoenix, Arizona 08/2014-present

Grants & Federal Projects Consultant – Berean Academy

Sierra Vista, Arizona 07/2014-2016

Curriculum Director, Teacher, Special Ed Coordinator, Title I Coordinator

Center for Academic Success #4
Douglas, AZ October 2014-December 2015

Kindergarten Teacher/Title I Coordinator, Child Find Director, Curriculum Coordinator

Liberty Traditional – Saddleback
Douglas, AZ July 2013-October 2014

Curriculum and Federal Programs Director

Douglas Unified School District
Douglas, Arizona October 2010-June 2013

Principal, Joe Carlson Elementary

Douglas Unified School District
Douglas, Arizona July 2010-October 2010

Specialist - Office of School Improvement

Douglas Unified School District August 2008 – June 2010

Teacher (Grades K, 3, 5 Multi-age and Special Education)

Douglas Unified School District
Douglas, Arizona August 1997 – May 2008

Associate Faculty, Structured English Immersion (Second Language Acquisition Methodologies), Education and Early Childhood Education

Cochise Community College – Douglas, Arizona
August 2004-May 2010
University of Arizona South-Douglas, Arizona
August 2004-May 2008

Summer Bridge Coordinator

Cochise Community College – Douglas, Arizona
May 2004- August 2008

Head Teacher

Faras Elementary School - Douglas Unified School District
Douglas, Arizona
July 2003-June 2004

ESL Teacher Assistant

A Avenue School – Douglas Unified School District
Douglas, Arizona
August 1993- May 1995

EDUCATION – ARIZONA CERTIFICATIONS

Doctor of Education – Organizational Leadership (in progress)

Special Education Certification (2017)

Grand Canyon University - Phoenix, Arizona

Principal Certification Coursework

University of Phoenix-Tucson, AZ (2010)

Master of Science, Education - Curriculum, Instruction & Assessment

Walden University –Minneapolis, Minnesota (2007)

Master of Arts – Language Reading and Culture

University of Arizona South – Sierra Vista, Arizona (2004)

Bachelor of Arts - Elementary Education

University of Arizona South – Sierra Vista, Arizona (1997)

Pre-Education Credits - Elementary Education

Cochise Community College – Douglas & Sierra Vista, Arizona (1997)

Certification

Principal – Standard Elementary Education, K-8 – English as a Second Language, K-12- Special Educaiton

Recognitions & Memberships

- Bill & Melinda Gates Leadership Institute of Technology (Nov. 03)
- Arizona School Board Association Qualified Evaluator (Nov. 03)
- K-8 Elementary Teacher Certification
- K-12 Bilingual Endorsement
- University of Arizona Mentor Teacher ('01,'02,'03,'04.'05)
- University of Arizona South-Presentation to Aspiring Teachers on Parental Involvement (Apr. 04)
- DUSD Teacher of the Year Nominee (Apr. 04)
- University of Arizona South Alumni of the Year (Nov 2011)
- Harvard Summer Intensive– Data Wise 2010
- Harvard Summer Intensive –Strategic Planning 2011
- Harvard Summer Intensive – Data Wise II 2012
- Member National Education Association/Arizona Education Association
- Member of National Association for Elementary School Principals
- Member of Cochise Reading Council/Arizona Reading Council
- Member of the Association of Supervision and Curriculum Development
- Listed in Who's-Who Among America's Teachers – 2005
- Member of Arizona Committee of Title I Practitioners 2011-present
- Member of National Association for the Education of Young Children 2013-present
- Instructor for Love and Logic 2015-present
- Instructor for SEL and Yoga for Children 2021-present