



# Clarissa Patricia Ramos

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## Education

**PhD Leadership for the Advancement of Learning & Service in Higher Education** Expected 2021  
Cardinal Stritch University

**MA Educational Leadership** May 2015  
Cardinal Stritch University, 4.0/4.0

**BA Early Childhood Education** May 2011  
University of Wisconsin-Milwaukee, magna cum laude

## Licensure

A001 Administrator 5051 Principal  
5010 Director of Instruction  
T001 Teacher, 1777 Regular Education, Early Childhood Education

## Leadership Experience

**Head Start Supervisor/Grant Gordon Principal**  
03/2020-Current  
Milwaukee Public Schools (MPS)

### **Head Start Supervisor**

- Supervision of Head Start Service Areas (Mental Health & Disabilities, Health, Education, Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA), and Family Engagement
- Plan and facilitate weekly leadership team meetings and service area team meetings with administrators that I supervise
- Conduct interviews of candidates to fill multiple vacancies
- Formulates, coordinates, and implements the Head Start Program by providing direction and leadership for all service area managers (Mental Health & Disabilities, Health, Education, Eligibility, Recruitment, Selection, Enrollment, and




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Attendance (ERSEA), and Family Engagement. Establishes administrative and operating policies and procedures to assure effective program operations and service delivery in compliance with applicable federal and state rules and regulations.

- Assigns, supervises and evaluates program staff
- Establishes and maintains a system for program planning that facilitates the formulation of long and short-range goals and objectives and the development of the written program plan.
- Conducts regularly scheduled staff meetings to exchange information, obtain guidance, provide leadership and to coordinate the activities of the program. Provides guidance and leadership at policy council and parent group meetings to the best interest of the agency and program.
- Provides written reports and program updates to the Board, Policy Council and other agencies as required.
- Composes federal and state grants for refunding and continuation of the Head Start Program, in collaboration with the district grant office.

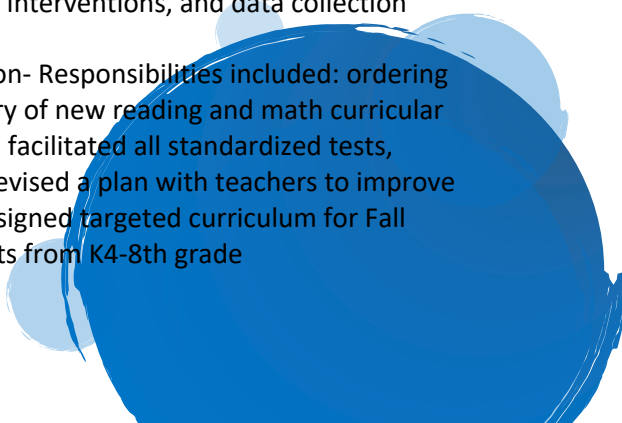
**Grant Gordon Principal:**

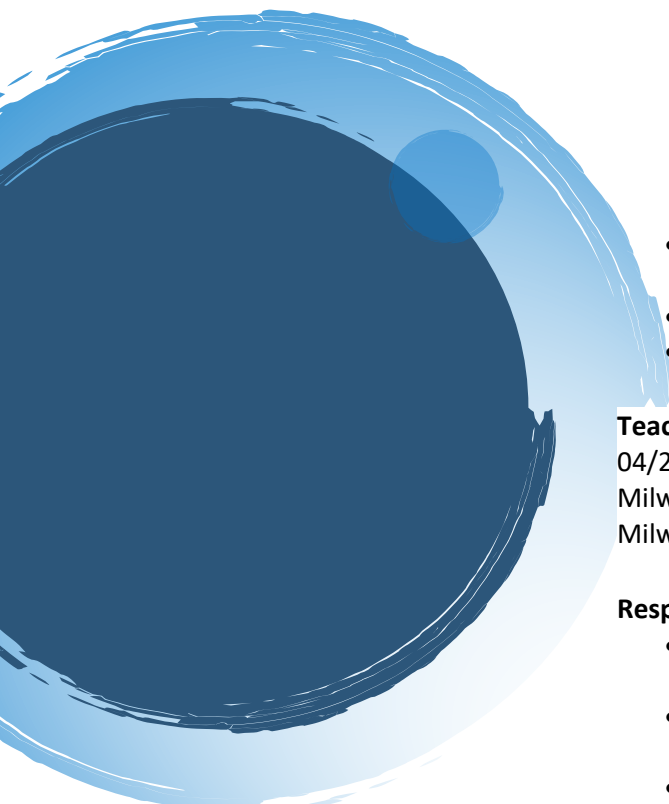
- Plans and facilitates weekly staff meetings
- Maintains communication with staff, students, and families via telephone calls, emails, virtual meetings, etc.
- Performs various administrative duties of school administrator
- Conducts interviews for teacher and paraprofessional positions

**School Administrator**

07/2018-03/2020

Milwaukee Environmental Sciences Academy (MESA)

- Supervision of Staff-Assist with hiring/orientation; evaluating; planning and directing meetings; staff professional development; communication: coaching, feedback, drafting and sharing weekly newsletters with staff
  - Supervision of Students- Organize student incentives, academic and behavioral interventions, and data collection and analysis
  - Curriculum and Instruction- Responsibilities included: ordering and maintaining inventory of new reading and math curricular materials, scheduled and facilitated all standardized tests, analyzed test data and devised a plan with teachers to improve academic instruction, designed targeted curriculum for Fall Camp catering to students from K4-8th grade
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- Developed school's weekly, monthly, and yearly internal calendar
  - Supported principal with managing school budget
  - Maintained various other leadership duties

### **Teaching & Learning Liaison**

04/2017-07/2018


Milwaukee Teacher Education Center (MTEC)

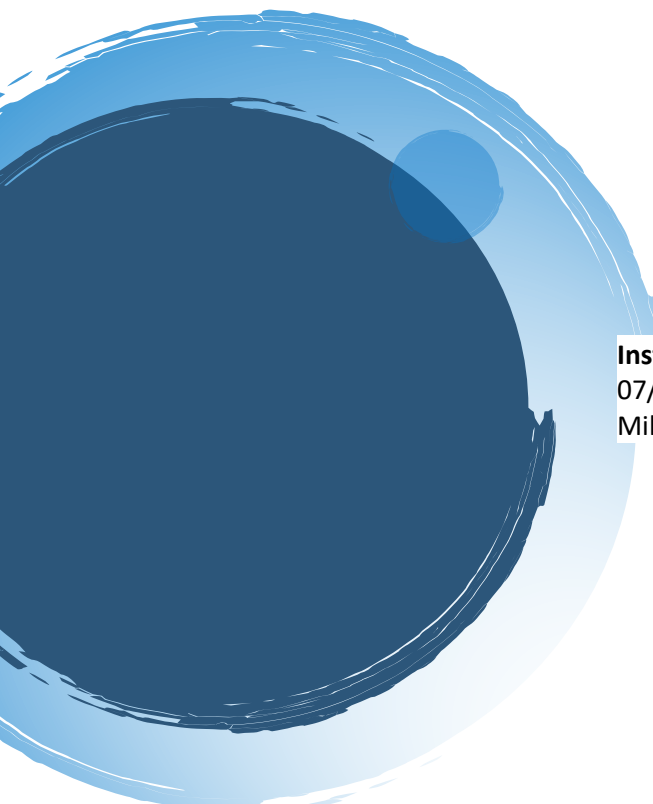
Milwaukee Environmental Sciences Academy (MESA)

### **Responsibilities for Milwaukee Teacher Education Center (MTEC):**

- Planned and implemented professional development sessions for teacher interns
- Collected and analyzed data pertaining to teacher certification program information
- Organized and led special events including, but not limited to intern orientation, candidate selection, and commencement ceremonies
- Provided program information via email, telephone, and in person
- Conducted observations of potential candidates prior to program acceptance
- Represented the organization by attending various college and career fairs

### **Responsibilities for Milwaukee Environmental Sciences Academy (MESA):**

- Evaluated teachers regarding daily instruction and curriculum implementation
  - Conducted interviews for the hiring of new staff members
  - Wrote and disseminated academic information to all staff members in the form of a weekly newsletter
  - Reviewed weekly lesson plans and provided teachers with reflective and measurable feedback across subject areas and grade levels
  - Implemented data-driven coaching cycles for staff including support with lesson planning, instructional modeling, co-teaching, formal observations with feedback, and conferencing with staff members
  - Facilitated weekly professional development sessions
  - Researched and provided resources to support best instructional practices that are also aligned with the school's model, EL Education
  - Maintain all responsibilities of the School Assessment Coordinator
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- Supported the Dean of Students with student discipline and attended parent/guardian meetings upon request

**Instruction, Data & Assessment Coordinator**

07/2016-04/2017

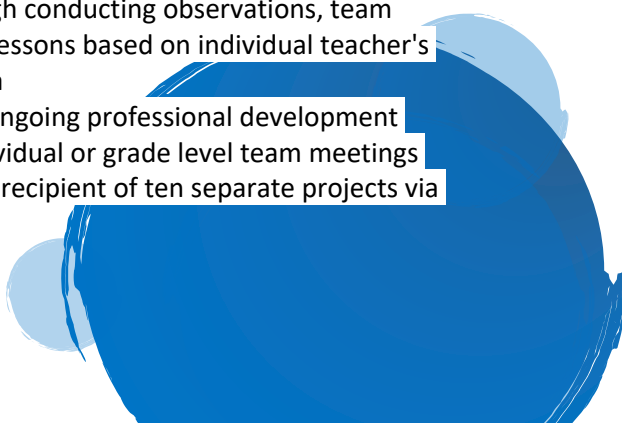
Milwaukee Environmental Sciences Academy

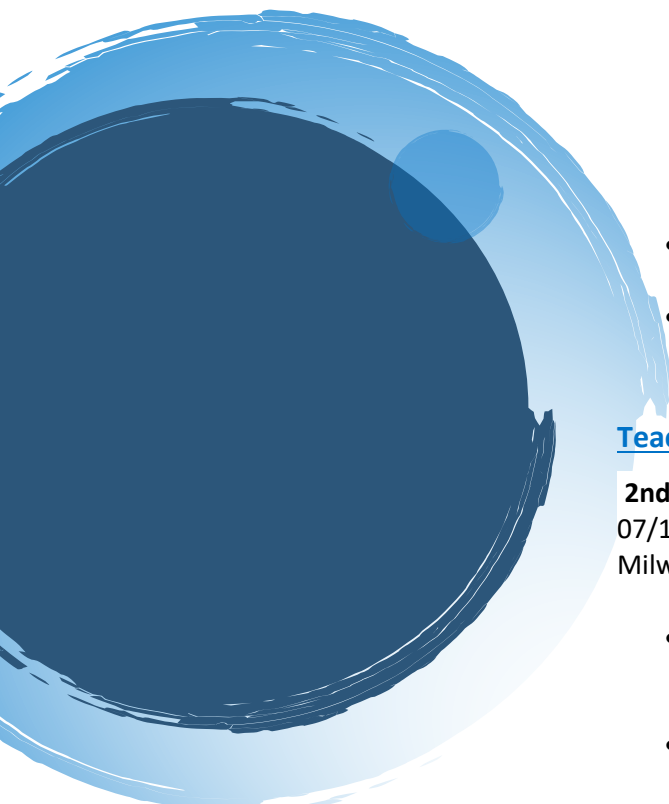
- Provided lesson plan feedback to teachers across subject areas and grade levels
- Implemented data-driven coaching cycles for educational staff including professional development, planning, modeling, co-teaching, formal observations with feedback, and conferencing with staff members
- Researched and provided appropriate resources to support best instructional practices that are also aligned with the school's model, EL Education
- Served as the School Assessment Coordinator
- Trained staff on topics including, but not limited to test preparation, curriculum implementation, student engagement, data collection and analysis, and classroom management strategies
- Organized and led school and community events by drafting formal invitations to stakeholders, creating agendas, and collaborating with staff members to plan activities
- Collected and submitted evidence to support the School Improvement Plan
- Co-facilitator for National Center for Families Learning (NCFL)/Toyota Family Learning, an after school program for family members that focused on Parent and Child Together (PACT) time, Parent Time, Family Mentoring, and Service Learning

**Primary Coach and 2nd/3rd Grade Teacher**

07/15-06/16

Milwaukee Environmental Sciences

- Evaluated and provided feedback on weekly lesson plan content to teachers from K4-7<sup>th</sup> grade
  - Coached teachers through conducting observations, team teaching, and modeling lessons based on individual teacher's goals and classroom data
  - Planned and facilitated ongoing professional development
  - Coordinated weekly individual or grade level team meetings
  - Grant award winner and recipient of ten separate projects via [donorschoose.org](https://donorschoose.org)
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- Served as the Cooperating Teacher/Mentor for Field Student and Student Teacher from Marquette University
  - Maintained all of the regular duties of a classroom teacher

### Teaching Experience

#### **2nd Grade Teacher**

07/14-06/15

Milwaukee Environmental Sciences

- Created engaging cross curricular expeditions including science, math, reading, writing, and social studies plans using Common Core standards
- Utilized data to drive instruction in a small and whole group setting
- Planned and implemented school wide behavior incentive
- Piloted STEM badge program sponsored by Harley Davidson
- Worked cooperatively with two part-time paraprofessionals

#### **Teacher (1<sup>st</sup> grade and 3<sup>rd</sup> grade)**

07/11-06/14


Milwaukee Scholars Charter School

- Planned and led professional development trainings for educators on topics including, but not limited to use of curricular tools, behavior management, and cooperative learning and engagement
- Crafted lesson plans utilizing backwards design
- Differentiated instruction while using data to drive both whole group and small group instruction
- Implemented Kagan strategies for cooperative learning, engagement, and behavior management
- Mentored and coached classroom teachers through modeling and providing affirming and adjusting feedback
- Assisted in the hiring process of potential candidates

### Conference Presentations

- Wisconsin Head Start Association Virtual Conference  
10/23/20

#### **Virtual Learning Experiences**

- Winter Symposium  
2/3/18  
Milwaukee, WI
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- **Rev Them Up! Get Them Started:  
Strategies for Family Engagement**
- Metropolitan Milwaukee Alliance of Black School Educators (MMABSE)
- 11/18/17  
Milwaukee, WI
- **Rev Them Up! Get Them Started:  
Strategies for Family Engagement**
- Families Learning Summit 2017  
10/11/17  
Tucson, AZ
- **Rev Them Up! Get Them Started:  
Strategies for Family Engagement**
- Families Learning Summit 2016  
10/17/16  
Detroit, MI
- **NCFL 4 Pillars + EL Education= Academic Achievement:  
An Integration Template for Success!**
- 1<sup>st</sup> Annual Green Schools Consortium of Milwaukee Conference  
06/16/16  
Milwaukee, WI
- **Implementation and Maintenance of Green Initiatives  
School Case Study: Milwaukee Environmental  
Sciences Academy**
- New Teacher Orientation  
07/31/14  
National Heritage Academies  
Grand Rapids, MI
- **Session 1: Think Math  
Session 2: Cooperative Learning**
- Regional Teacher Orientation  
07/21/14  
National Heritage Academies  
Grand Rapids, MI
- **Classroom Management & Engagement**

### Professional References

Michael Morgan  
Principal  
Prairie Phoenix Academy  
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