

C. Allison Plunkett Harris

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Career Objective:

To effectively serve as the Principal at Smithfield Elementary School, by providing instructional leadership to faculty and staff, implementing proactive academic and behavioral interventions to enhance student achievement, and directing efficient management of the school facility

Administrative Experience:

3/08-present Principal, CMS, Smithfield Elementary School, Robert Avossa, Area Superintendent

Highlights of Leadership Accomplishments and Responsibilities:

Serving as the Instructional Leader of the School

- Developing a Professional Development Plan based on the academic needs of the students
- Creating academic schedules which allowed for maximum instructional time for all grade levels
- Incorporating after school clubs which are inclusive of students from every grade level with a goal of expanding the education of the whole child
- Developed an Instructional Leadership Team made up of leaders from all school departments with a goal of applying the philosophies of a Professional Learning Community founded in the principles from Whatever It Takes
- Streamlining processes and procedures to ensure that Students with Disabilities receive appropriate instruction in the Least Restrictive Environment and that compliance guidelines are met

8/07-3/08 Assistant Principal, CMS, Alexander Graham Middle School, Will Leach, Principal

Highlights of Leadership Accomplishments and Responsibilities:

Served as the Administrator for the Exceptional Children (EC) Department

- Provided instructional expertise in Individual Education Program (IEP) meetings by serving as the LEA
- Attended and gave instructional input and support at weekly EC staff meetings
- Arranged professional development program for regular education teachers regarding EC/504 educational laws
- Coordinated inclusive practices in-service for EC staff, regular education co-teachers, and instructional assistants
- Conducted meetings and informal visits with CMS EC Resource teachers to diagnose needs in the EC Program
- Arranged instructional support from CMS EC Resource teachers for ECGC and inclusion teachers
- **Achieved 100% compliance on December 1st headcount**

Served as Instructional Leader for Seventh Grade Team

- Initiated discussion for and implementation of best practices for lesson development
- Facilitated weekly meetings with seventh grade team leaders and guidance counselor to discuss students' academic and behavioral concerns and develop support plans to increase student achievement
- Assisted in the development of academic contracts for students failing a core class during first quarter, resulting in **97% of students receiving passing grades for all subjects during second quarter**
- Required heightened supervision during transitions, lunch time, and Fresh Air Time
- Mandated written referral, movement to Intensive Care Unit (ICU) classroom, and parent contact in instances where students were removed from classrooms, **resulting in the following decreases in student referrals during the first semester of 2006 compared to the first semester of 2007:**
 - **50% decrease-hallway, 50% decrease-common area, 75% decrease-bathroom, 50% decrease-cafeteria**
 - **55% decrease in major behavioral offenses and 33% decrease in minor behavioral offenses**

Developed Guidelines to Improve School Level Health Room/Nurse Support Procedures

- Analyzed need for streamlined process for health room and communication between school nurse and secretaries
- Facilitated meeting with principal, financial secretary, school nurse, and the nurse's supervisor
- Established and communicated procedural guidelines to delineate responsibilities with a goal of improving efficiency and effectiveness of responsiveness to students coming to the health room

Developed Guidelines to Improve After School Enrichment Program (ASEP)

- Analyzed need for heightened supervision of ASEP students both before and after school
- Facilitated meeting with ASEP coordinator to discuss current standards
- Developed supervisory expectations for program and communicated with staff to communicate expectations
- Conducted follow up observations to evaluate improvements

Instituted School-Wide Non-Linguistic Instructional Practice, Thinking Maps

- Attended Summer Institute and follow up training to become a certified Thinking Maps trainer
- Facilitated the purchase of Thinking Map materials for all certified staff members
- Developed school-specific PowerPoint and Smart Board presentation for Thinking Map training
- Presented Thinking Map concepts at full day training for 75 certified staff members
- Conducted follow up sessions to ensure adherence to school-wide expectations for Thinking Map Implementation
- Developed school-wide expectations for implementation, ensuring all students received Thinking Maps instruction
- **100% of enrolled students received Thinking Maps instruction during the first 8 weeks of school**
- **100% of certified staff members were trained on effective practices related to Thinking Maps**

Participated in Positive Behavior Intervention and Support (PBIS) Program

- Attended PBIS training and ensured that all members of PBIS team were appropriately trained
- Presided over weekly meetings of PBIS team to determine positive interventions to support students
- Communicated with Myers Park PBIS team to encourage consistency of middle school and high school programs
- Corresponded on weekly basis with PBIS coach to determine current status of PBIS program and plan for progression
- Assisted in writing school-wide discipline program designed to reduce office referrals and increase accountability for documentation of student behavior
- **Decreased the number of office referrals per day for major offenses by 27% during the first semester of the 2007-2008 school year compared to the first semester of the 2006-2007 school year**

Designed and Instituted "Successful7 in 7th" Program

- Created survey for 7th grade teachers to complete and utilized data to identify 7th grade students needing academic and behavioral support
- Prepared discussion questions, incentives, goal planning, and individualized instruction during weekly student meetings
- Corresponded with classroom teachers regarding students' academic and behavioral performance and utilized feedback to plan meetings
- **100% of students involved improved grades between first quarter report cards and second quarter progress reports**
- **100% of students involved decreased the number of office referrals from first quarter to second quarter**

Conducted Formal and Informal Observations of Teacher Performance

- Completed weekly three minute classroom walk throughs and formal observations
- Scheduled and held pre and post conferences to provide constructive feedback on instructional practices
- Developed and offered specific instructional strategies to enhance lessons
- **100% of required information entered in Liquid Office and sent to Human Resources before due date**

Coordinated Beginning Teacher Support Program (BTSP)

- Developed curriculum for and facilitated new teacher book club for Conscious Classroom Management
- Facilitated quarterly meetings for mentors and Initially Licensed Teachers
- Maintained accurate state and school system required documentation for all Initially Licensed Teachers
- 100% of required BTSP information was submitted in a timely manner to Human Resources and Licensure

Conducted School-Wide Training on Effective Objective Writing

- Created PowerPoint presentation and content-specific hands on activities based on best practices for objective writing
- Presented objective writing seminar for 75 members of the instructional staff
- Conducted follow up walk through visits to ensure adherence to expectations for objective writing
- Individually met with and assisted staff members who needed follow up training on objective writing
- **Trained 100% of certified staff members on objective writing**

8/04-6/07 Assistant Principal, CMS, Hawk Ridge Elementary School, Rosemary Sheppard, Principal

Highlights of Leadership Accomplishments and Responsibilities:

Conducted formal and informal observations of teacher performance

- Developed administrative observation schedule and maintained accurate documentation system
- Completed weekly three minute classroom walk throughs and evaluated data to chart a course for academic change
- Conducted formal observations and held pre-conference and post-conference meetings to provide feedback on instruction
- Conducted mid-year and summative reviews with teachers and instructional assistants
- Developed and offered specific instructional strategies to enhance lessons
- **100% of required documentation submitted to Human Resources and Licensure on time**
- **100% of information submitted for State of North Carolina's Beginning Teacher Support Program audit**

Served as Instructional Leader for Second Grade, Third Grade, and Fourth Grade

- Participated in weekly planning meetings and lead professional dialogue to ensure incorporation of best practices
- Supported the implementation of the Lucy Caulkins Writing program
- Encouraged flexibility and quality standards for differentiated grouping of students
- Observed lesson presentations and provided constructive feedback through pre and post conferences
- Evaluated growth in achievement of the DIBELS, Quarterly, and EOG assessments
- Prepared individualized safety and discipline plans for students in need of these accommodations
- Developed teacher-specific Excel/Word test data spreadsheets utilized in student remediation and enrichment planning
- **Achieved Adequate Yearly Progress, 2006-2007 and the following on grade-level EOG percentages, 2006-2007: 3rd Grade Reading 98%, 4th Grade Reading 99%, 3rd Grade Math 94%, 4th Grade Math 94%, 4th Grade Writing 81%**
- **Recognized as a North Carolina Honor School of Excellence, 2006-2007, after achieving no recognition, 2005-2006**

Developed School-Wide Master Schedule

- Created schedules for individual teachers based on CMS requirements for academic time
- Developed instructional assistant schedules to ensure maximum instructional time
- Prepared special area teacher schedules
- Developed morning and afternoon duty roster for 100 staff members
- Maintained master schedule notebook, making weekly updates and ensuring that pertinent staff members received updates

Coordinated the Beginning Teacher Support Program

- Impacted overall success of Beginning Teachers by conducting monthly training sessions to enhance instructional practices
- Recruited quality teachers to serve as mentors to Beginning Teachers
- **95% of Hawk Ridge Elementary Beginning Teachers remained employed by CMS for 2007-2008**

Presented "The Ladder" Positive Discipline Plan to 100 Member Staff

- Developed PowerPoint presentation to introduce "The Ladder" Concept
- Assisted teachers in creating a classroom-appropriate discipline plan, allowing students to move up "The Ladder"
- **Resulted in a decrease in office referrals**

Participated in No Child Left Behind-Blue Ribbon Schools Program Application Process

- Assisted in writing and editing the National Blue Ribbon School application
- Gathered and organized data in appropriate format
- **Achieved No Child Left Behind Blue Ribbon School status, 2005**

Implemented a "Tribal" Team Building Theme for 100 Member Staff

- Developed vertical teams, including teachers grades K-4, instructional assistants, and support staff
- Managed activities and rewards to promote cohesiveness of vertical teams
- Planned and presented the "Tribal" concept at the Staff Retreat
- **Ensured that 100% of staff members were part of vertical teams, thus enhancing collegiality and collaboration**

Contributed to the Hawk Ridge Staff Development Program by Facilitating Book Studies

- Facilitated Socratic Seminar book study for Results Now, utilizing higher level questions and plans based on best practices
- Facilitated Teaching Matters book study, utilizing a team approach to develop strategies to increase staff morale

Assisted the Accountability Coordinator for Assessment by serving on the Testing Team

- Assisted in the implementation of the team approach to streamline testing procedures
- Developed plan to ensure that all EC and LEP students received appropriate modifications in a conducive setting
- Ensured ethical testing practices were carried out by in-servicing all EOG test administrators and proctors

Completed Additional Leadership Experiences in Preparation for Principalship

- Served on School Leadership Team and facilitated meetings in principal's absence
- Presented instructional information at staff meetings and Instructional Leadership Team meetings
- Developed staff incentive program, "Fish Cup of Goodies," to recognize staff accomplishments and positive interactions
- Recognized leadership qualities in staff members and encouraged them to seek leadership opportunities
- Interviewed teacher, instructional support, administrative, and custodial candidates and created job-specific questions
- Sought legal advice from General Counsel in incidents where legal input was needed
- Deliberated over issues with administrative team to ensure team cohesion when interacting with staff members
- Researched school board and state policy to verify adherence to legal and ethical guidelines
- Assisted in staff assignment and position exchange process in order to best meet student needs
- Revised staff handbook and beginning of the school year documents

8/02-6/04 Assistant Principal, CMS, Hickory Grove Elementary School, Michael Alcala, Principal

Highlights of Leadership Accomplishments and Responsibilities

Created Support Program for Students Functioning Below Grade Level in Literacy

- Selected appropriate instructional assistants to provide students with supplemental literacy instruction

- Analyzed Quarterly Test Data to create student groups
- Communicated with classroom teachers and students' parents to gather support for the program
- Created schedules for students and staff to maximize instructional time
- Redistributed support from remaining instructional assistants, equitably compensating classroom teachers' needs

Designed an After School Tutoring Program for Students Functioning Below Grade Level

- Oversaw budget for the program to ensure the correct number of tutoring hours were planned
- Recruited effective teachers to ensure that students received appropriate remediation
- Communicated with students' parents with regard to the specific focus of the initiative
- Maintained attendance and behavioral documentation for students whom the program served

Facilitated School Based Committee Meetings

- Recommended academic and behavioral interventions for students in the referral continuum
- Determined appropriate testing for students receiving psychological, academic, behavioral, and speech evaluations
- Analyzed findings from evaluations to determine appropriate Exceptional Children services

Promoted Character Education Program at Hickory Grove

- Initiated development of Character Education committee and facilitated monthly meetings
- Developed character-based school-wide discipline plan
- Invited CMS Safe School Department to present positive discipline workshop to staff
- Encouraged utilization of positive discipline strategies
- Devised plan for "Positive Discipline Bell" to be awarded to teachers utilizing positive discipline strategies
- Shared Fish! philosophy by passing Fish! book to staff members to read and sign

Completed Additional Leadership Experiences in Preparation for Principalship

- Created master schedule for classroom teachers, instructional assistants, and special area staff
- Completed class placement for students giving, special attention to students needing intense support
- Recreated dismissal and supervision procedures to increase safety and orderliness for students

8/99-6/02 Assistant Principal, CMS, Lebanon Road Elementary School, Mark Robertson, Principal

Highlights of Leadership Accomplishments and Responsibilities:

Served as the Accountability Coordinator for Assessment

- Trained all staff on ethical testing procedures and general testing information
- Coordinated distribution of test data to appropriate staff members
- Ensured students received appropriate testing accommodations

Improved Bus Transportation through Administrator/Driver Communication Program

- Wrote drivers notes to address bus referrals and give strategies for dealing with students with specific needs
- Created chart with bus drivers' names to communicate on a more personal level
- Supplied drivers with appreciation notes and treats to demonstrate gratitude for their work
- **Resulted in a decrease in bus referrals and parent concerns regarding drivers**

Completed Leadership Experiences in Preparation for Principalship

- Created master schedule for classroom teachers, instructional assistants, and special area staff
- Conducted interviews for instructional and support positions

Teaching Experience:

8/98-6/99 **Teacher**, Fifth Grade, Albemarle Road Elementary School, CMS, Nancy Wilson, Principal

8/92-6/96 **Teacher**, Seventh Grade, Pre-Algebra, J. Mason Smith Middle School, CMS, Cat Munn, Principal

Education:

<u>Degree</u>	<u>Major</u>	<u>Institution</u>	<u>Graduation Date</u>	<u>GPA</u>
M. Ed.	Education Administration	University of South Carolina	May 1998	4.0
B. A.	Elementary Education	Virginia Tech	May 1992	3.1

Honors and Administrative Professional Organizations:

Advanced Leadership Development Program for Assistant Principals, Charlotte Mecklenburg
ISAIL Project, University of North Carolina at Charlotte
Charlotte Mecklenburg Schools Principals and Assistant Principals Association, Executive Board
North Carolina Principals' and Assistant Principals' Association
National Association of Elementary School Principals
Association for Supervision and Curriculum Development

Administrative Professional Development-Recent:

Data Wise Training	Summer	2008
Inclusive Practices, Dr. Friend	Spring	2008
Crucial Conversations Book Study	Spring	2008
North Carolina Middle School Association Fall Institute, Evaluative	Fall	2007
Conscious Classroom Management (Facilitator)	Fall	2007
Positive Behavior Intervention and Support Training	Fall	2007
School Quality Review Training	Fall	2007
Ruby Payne Training	Summer	2007
Summer Leadership Conference	Summer	2007
Thinking Maps Training	Summer	2007
Best Practices Conference	Spring	2007
How to Work with All Types of Teachers	Spring	2007
Results Now Book Study (Facilitator)	Spring	2007
Talking with Each Other	Spring	2007
Teaching Matters Book Study (Facilitator)	Spring	2006
Three Minute Walk Through Training	Spring	2006

References:

Will Leach, Principal, Alexander Graham Middle School
Rosemary Sheppard, Retired Principal, Hawk Ridge Elementary School
Kathleen Fox, Principal, Hawk Ridge Elementary School
Mark Robertson, Principal, Martin Luther King, Jr. Middle School
Caroline Horne, Principal, Beverly Woods Elementary School