

# Jacque' Scott, Ed.S

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March 2025

Dear Hiring Department,

Thank you for the opportunity to apply for this role at your agency. I've applied because I am passionate about professional development, instructional technology, and procedures that directly impact improving the lives of others, especially those in need.

Here are a couple of reasons I think I'd be an excellent match for your role:

- **I'm a consistent top performer:** Over the past four years, I've exceeded proficiency in program management, design, and professional development. Through coaching and providing feedback on instruction through evaluations, staff members increased effectiveness scores from developing to proficient.
- **Core Job Skill Claim:** Managing various programs simultaneously while adhering to details, onboarding, and training amongst staff and students. Effectively designed supports and plans from the ground up to support the 20 % of at-risk students.
- **Supporting Interpersonal Skills:** I can plan strategically with in-person and virtual facilitation. With the knowledge gained from my degree in instructional technology, I have enhanced curriculum development and onboarding by improving retention rates and providing quarterly surveys and needs assessments. I have mentored many colleagues to improve their skill set, which has improved the company's overall proficiency. Validated feedback shows my ability to convey content knowledge within training and learning. Analyzing data and performance is a key that I have used to determine how to support achievement goals best. Finally, conflict resolution and active listening are skills that I use to provide satisfactory customer service in various industries.

My leadership focus and growth-oriented mindset will prove invaluable in this role, so I have enclosed my resume for your review. Among my many qualifications for this opening, please note the following:

- Ability to provide technological integration using best pedagogical practices to redefine instruction
- Knowledge to create professional development training, strategic planning, and support of stakeholders
- Capability to research and review data to inform strategic instruction to create positive change
- Expertise in specialized instructional initiatives and research related to school improvement
- Skills to communicate with stakeholders and leaders concerning instructional data, needs, and improvements

I'd love to speak with you and share how my skills perfectly match this job posting.

Thank you,

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## PROFESSIONAL PROFILE

Innovative, dedicated, and people-centric Master Educator with 15+ years of experience researching and implementing **programmatic learning techniques** and tactfully engaging participants, specializing in innovative learning solutions, **professional development**, dissemination, and instruction. Exudes passion for driving scalable initiatives with integrity to empower people as a call to action for nurturing their professional growth. Demonstrated skills in communication, **customer service**, backward planning, change management, **coaching**, and teaching. Expert at working autonomously, demonstrating high technical knowledge and network coordination skills, and facilitating group **training sessions**. Focused on ensuring an equitable educational experience for all learners.

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## SKILLS

Technical Proficiencies:

- Authoring tools (ongoing): Articulate Storyline, Articulate Rise, Camtasia, Adobe Captivate, Canva
- Project Management: Trello, Microsoft Office Suite, Google Workspace Suite, Zoom, BaseCamp, Asana, Slack
- K-12 LMS: Infinite Campus, Blackboard Learn, Canvas, Google Classroom, KickUp, Google Level 1 & 2 Certification

Learning and Teaching Methodologies:

- Content Development: ADDIE, SAM, Bloom's Taxonomy, Backward Design, Universal Design for Learning
  - Instructional Delivery: eLearning, Blended Learning, Flipped Classroom, Formative & Summative Assessments Feedback, Teacher Clarity, PLC+, Personalized Learning, Collaborative Learning, IB MYP Trained
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## LEADERSHIP EXPERIENCE

### Educational Technology Specialist

Atlanta Public Schools

July 2024- Present

- Collaborates with teachers and other instructional staff to develop Common Core curriculum materials and multidisciplinary lesson plans integrating technology to help students develop and enhance their 21st-century skills.
- Collaborates with the school media specialist to provide leadership in using instructional technology resources to enhance learning.
- Models delivery of curriculum resources and lessons that facilitate the implementation of the school technology plan.
- Coach teachers to improve teacher effectiveness in best practice technology integration.
- Lead the coordination of and conduct workshops, seminars, and training sessions with school staff to increase effective technology integration.
- Develops & implements technology-infused collaborative projects that assist students in building critical thinking skills
- Participates with school technology committees to identify instructional goals and objectives and develop long-range technology plans to accomplish them.
- Assess teacher's technology proficiency to develop and deliver differentiated professional development for teachers based on their identified needs and student data.
- Prepare, submit, and present accurate reports and information about educational technology for internal and external communication.

### Professional Development Specialist

Atlanta Public Schools

Oct 2023 – Present

- Developed professional development series focused on research-based teaching practices for novice educators, instructional coaches, and administrators over Classroom Management, Personalized Learning, Differentiation, and Teacher Clarity
- Created presentations and spearheaded workshops to small and large groups of teachers within the district to increase the use of exemplary instructional practices to improve student achievement models through innovative learning design, inclusive of personalized learning models

- Provided support and coaching on the impact cycle and coaching cycle with school-based instructional coaches for all tiers of teachers
- Managed and Trained Districtwide Stakeholders on Professional Learning Management System to document the coaching cycle, professional learning, learning walks, PLCs, and mentoring
- Reviews and develops support materials to enhance personalized learning through data analysis.
- Provides requested classroom observation, coaching observations, and Leadership professional development while offering feedback for improvement
- Design and implement support systems and learning networks to increase school & district capacity and use personalized and competency-based practices aligned with IB MYP practices.

### **Building Leader**

May 2019– June 2020

R.E.A.L Academy for Leadership

- Analyzed learning needs & evaluated success criteria, in collaboration with SMEs and senior stakeholders, to regularly maintain and update development amongst staff, resulting in retention improvement of Net Performance Score- 32%
- Onboarded and virtually trained several teams, identifying individual strengths and areas of growth, which resulted in 90% retention
- Supervised and trained cross-functional team to decrease negative outcomes for student achievement, resulting in a decrease of 47% school-wide
- Collaborated with the Learning & Professional Development team to deliver and develop staff training tools.
- Selected by the Director of Professional Development & Training to train hundreds of classroom teachers to integrate positive classroom management during the district-wide Professional Learning Day
- Facilitated numerous workshops on Interventions and cultural diversity for leadership events based on constituents' interests and garnered overwhelmingly positive satisfaction ratings with an average of 4.5/5
- Contributed to the hiring and employee training process; created and managed training programs; scheduled professional development or learning activities

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## **PROFESSIONAL EXPERIENCE**

### **Educator & PBIS Program Manager**

Rockdale County Public Schools

July 2018 – Aug 2023

Valdosta City Schools

July 2010 - June 2018

- Led the staff development of the Positive Behavior and Intervention Supports program, including design, outreach, relationship management, and recruitment, decreasing discipline by 3% per SIP target
- Designed an interactive diversity and inclusion PD training aligned with academic achievement, resulting in staff retention of 93%
- Maintained strong rapport and engagement with all stakeholders, commended by the senior leadership team for 98% positive feedback
- Implemented assessment tools to determine learning gaps and leveraged data analysis to inform learning and instruction, resulting in an increase in proficiency of implementation by 70%
- Analyzed historical learner data to identify Student Learning Outcomes and evaluated learning with formative and summative assessments to increase state standardized test scores for 100% of students annually
- Managed the programs of PBIS Tier I (Building Level) & Tier II (District Level) teams to promote positive school behavior and increase academic achievement, evidenced by the reduction of discipline referrals to less than 5% of the student body
- Implemented mentorship to internal staff producing programs aligned to culture, leadership, advocacy & equity, which reached an audience of 100+

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## **EDUCATION, CERTIFICATIONS, & ENDORSEMENT**

**Specialist – Instructional Technology | University of West Georgia, Carrollton, GA**

**Masters – Middle Grades Science & Math | Walden University | Minneapolis, MN**

**Bachelors of Science – Middle Grades Ed Math & Social Studies | Valdosta State University | Valdosta, GA**

**Educational Leadership Tier 1 Certification | University of West Georgia**

**Instructional Technology Certification | University of West Georgia**

**Gifted Endorsed | North Georgia University**