

# Stephanie Chavez

## Director of Curriculum and Instruction

(817) 739-3840

### EDUCATION

#### Dallas Baptist University, Dallas TX

JUNE 2021 - July 2023

- Masters of Education, Curriculum and Instruction with an emphasis in Leadership
- GPA: 4.0

#### Howard Payne University, Brownwood TX

AUGUST 2008 - MAY 2012

- Bachelor of Arts, Political Science-Public Policy and English
- Overall GPA: 3.48
- Douglas MacArthur Academy of Freedom Honors Program
- Delta Chi Rho Campus and Community Service Organization
- Varsity Tennis Team

### CERTIFICATIONS & PROFESSIONAL DEVELOPMENT RECEIVED

- 4th-8th Generalist State of Texas Certification
- Substitute Teacher Certification, The University of Texas Pan-American
- Kagan Win-Win Discipline Training
- Sheltered Instruction Observation Protocol (SIOP) Model
- Advanced Placement Summer Institute

### PROFESSIONAL LEARNING EXPERIENCES CREATED

- PEER Teacher Support System
- Biblical Worldview: Our Foundation and Focus PL Series
- *Building Teachers' Capacity for Success* PL and Framework
- *The Five Dysfunctions of a Team* Book Study and PL
- *Strengthsfinder 2.0* Book Study and PL
- Building Blocks for Success: Long-Term and Backwards Planning

## LEADERSHIP EXPERIENCE

### Director of Curriculum and Instruction, Macedonian Christian Academy - Alamo, TX

JULY 2019 - PRESENT

- Cast the vision for the position of Director of Curriculum and Instruction at Macedonian Christian Academy.
- Oversee curriculum implementation throughout the school system and assess its overall effectiveness.
- Provide support for instructional staff including - creation and oversight of the teacher support system, planning and executing training sessions, classroom observations and instructional coaching.
- Liaise between teachers and administrators curriculum and instruction needs and concerns.
- Coordinate standardized testing program, analyze results, and implement necessary adjustments to curriculum and instruction throughout the school system.
- Cultivate and maintain professional discipleship/mentorship relationships with students, teachers, and families.

### 9th grade Team Leader, IDEA Weslaco College Prep - Weslaco, TX

AUGUST 2014 - MAY 2015

- Built teamwork and unity among the 9th grade teachers.
- Scheduled and led all 9th grade team meetings.
- Led the 9th grade in tracking student progress.
- Created and implemented a setting limits discipline plan for the 9th grade team.
- Planned, prepared, and executed a weeklong trip to Louisiana for 100 9th grade students to visit various universities.

### Youth Leader, Maranatha Iglesia Evangélica - Alamo, TX

JULY 2012 - AUGUST 2015

- Served as Youth Leader at a Hispanic, spanish-speaking congregation.
- Taught the youth class Friday nights and Sunday mornings.
- Implemented the Socratic method in order to ensure understanding and engagement.

## TEACHING EXPERIENCE

### Humanities Teacher, Macedonian Christian Academy - Alamo, TX

AUGUST 2015 - MAY 2021

- Taught a variety of secondary biblically-integrated humanities courses - College Writing, British Literature, American Literature, Texas History, World Studies, Cultural Geography, World History, United States History, Government and Economics.
- Actively participated in school and student life activities to promote student discipleship.
- Developed meaningful relationships with staff, students, and families.

### **AP Human Geography Teacher, IDEA Weslaco College Prep - Weslaco, TX**

AUGUST 2014 - MAY 2015

- Provided rigorous instruction for 120 9th grade students in preparation for the Advanced Placement Exam.
- Centered instruction around student discovery and personal engagement with the multidisciplinary curriculum.

### **Texas History/World Cultures Teacher, IDEA Weslaco College Prep - Weslaco, TX**

AUGUST 2013 - MAY 2014

- Facilitated 120 7th grade students and 120 6th grade students in gaining social studies skills necessary for success in future social studies courses and beyond.

### **Substitute Teacher, IDEA Public Schools - Weslaco, TX**

NOVEMBER 2012 - MAY 2013

- Allowed for day-to-day instruction to continue in the teacher's absence.
- Maintained a learning environment conducive for success.
- Cultivated relationships with the students, faculty, and staff.

### **ESL Teacher, Pilar de Esperanza Escuela - Reynosa, Mexico**

September 2012 - MAY 2013

- Volunteered to teach ESL one day a week at Pilar de Esperanza Orphanage.
- Worked closely with the 3rd and 4th grade students to improve their English skills in the areas of conversation, reading comprehension, grammar, and writing.

## **WORK EXPERIENCE**

### **Volunteer, Fortify Ministries Inc. - Reynosa, Mexico and The Rio Grande Valley**

AUGUST 2012 - MAY 2021

- Aided in the preparation and leading of short-term mission teams as they came to serve the people of the Rio Grande Valley and Reynosa, Mexico.
- Performed office duties in order to guarantee proper functioning of the organization.
- Assist with essential public relation duties in order to maintain the organization's support.

### **Intern, Upon this Rock International - Reynosa, Mexico and The Rio Grande Valley**

SUMMERS OF 2010 - 2012

- Prepared, organized and facilitated service projects for short-term mission teams.
- Diligently built relationships with the purpose of better serving the community.
- Led other interns, by example, in completion of necessary daily tasks.

### **Student Worker for Dean of Advising, Howard Payne University - Brownwood, TX**

AUGUST 2010 - MAY 2012

- Organized and maintained file systems.
- Served the student body by coordinating advisory sessions and acclimating them to campus.

- Completed necessary office tasks - updated web pages through iModules, answered phone calls, managed basic correspondence and campus errands.

**Resident Assistant, Howard Payne University** - *Brownwood, TX*

JULY 2009 - MAY 2010

- Ensured student compliance with campus housing regulations and policies.
- Worked alongside with the resident activity team to formulate goals and objectives to establish a community.
- Planned, advertised, and executed events to promote holistic student life.

**Customer Service Specialist/Cashier, Academy Sports and Outdoors** - *Burleson, TX*

July 2007 - August 2008, December 2008

- Facilitated easy communication between customers and departments over the phone and in-person.
- Successfully handled returns, exchanges, and refunds, as well as basic cashier duties.
- Maintained an attractive, clean, and well-stocked register area.