

Learning Strategist & Education Operations Director

Program Management | Community Relations | Educational Advocate | Strategic Initiatives

- A dedicated, proactive professional with a proven record of driving operations across multi-sited learning environments, developing and leading top-performing campaigns that implement innovative learning strategies to maximize student success.
- Diverse, hands-on experience engaging students, teachers, and parents through tact and professionalism, incorporating forward-thinking initiatives that drive student support and services through short- and long-term operational plans, technologies, and best practices.
- A thought-leader in education with a well-rounded background that includes a Master's in Education, multiple subject teaching and administrative credentials, and extensive experience accommodating at-risk, special-needs, and general student populations; fluent in English and Spanish.

Outstanding administrators are energetic, flexible, have vision, like working with people, are life-long learners, and are dedicated to the educational profession and all that it entails. Brenda loves kids and is totally dedicated to help them be successful. Brenda has everything needed to become an exemplary school administrator.

**Jim A.
Principal, Andersen Junior High**

Strengths & Distinctions:

Program Management ♦ Team Development & Leadership ♦ Vision & Mission Development ♦ Administrative Operations & Program Direction ♦ Coalition Building ♦ Performance Management ♦ Tailored Curriculum Planning ♦ Professional Development ♦ Maximizing Business & Community Partnerships ♦ Mentoring ♦ Special Education Legal Compliance

PROFESSIONAL BACKGROUND

2018 to Present: Chandler Unified Schools-Director of Counseling and Social Services. Chandler, Az

- Serve key role in managing district wide counselors and social workers k-12.
- Established new department by developing regulations, procedures that reflect district policy
- Monitor and approve expenditures for funds through budget
- Take inventory of current practices site and district wide
- Develop and deliver a comprehensive approach to student wellness plan
- Incorporate prevention and outreach for all stakeholders: students, parents and staff
- Organize, train and coordinate sustainable efforts to train certified and classified staff on suicide prevention
- Train certified staff on mandatory reporting
- Assist and support equity initiatives within district goals
- Assess, select and deliver course curriculum for health classes as it pertains to mental health
- Create and build parent podcast
- Establish collaborative leadership K-12 teams

2015 to 2018: Hamilton High School. Chandler, AZ – Assistant Principal

Serve key role managing special education department and the Career Technical Education Classes Department for an expansive school supporting 4,100 students.

- Lead and direct a top-performing team of 49 certified and classified staff members in addition to an administrative assistant to ensure full compliance with regulatory mandates relative credentialing and professional development.
 - Protect stakeholder interests by managing compliance relative to Special Ed and CTEC issues.
- Contribute business and financial acumen to ensure maximized ROI on resource spending, in keeping with reporting requirements associated with federal program funds management.
- Assess program standing to ensure individual needs of students throughout instructional classrooms are met or exceeded, and that staff is managed efficiently to address student-learning challenges.
- Foster a safe and productive learning environment by proactively, when possible, addressing student issues and administering discipline as needed in accordance with best practices and stakeholder expectations.
- Program manage all 9-12 site activities with the exception of sports programs, delivering a well-rounded and

engaging curriculum to drive student interest and learning opportunities.

Brenda E. Vargas, M.Ed., page 2

- Develop and deliver a comprehensive approach to learning, including professional development focused on special education and executive functions.
- Assessed the course curriculum, identifying gaps and opportunities for improvement and then developing/implementing improvement initiatives to drive career opportunities.

2013 to 2015: Chandler Unified Schools. Chandler, AZ – *Instructional Specialist, Secondary Education*

Liaised among 12 secondary schools throughout the district to deliver remedial reading intervention for students through the READ 180 program.

- Coordinated and completed district literature sets for secondary schools that reflected learning developments and accommodated disparate student learning styles.
- Supported students and teachers by managing program updates and updates of READ 180 software tools.
- Fostered career growth and teaching improvements by assisting with teacher evaluations through constructive direction.

- Established and nurtured critical relationships with students and parents to manage and resolve concerns.
- Served as the Advancement Via Individual Determination (AVID) District Director, ensuring all secondary sites were certified and evaluating program effectiveness while delivering program guidance with certification processes.
- Ensured district-wide compliance with policies and procedures relating to attendance and registration, serving as the liaison throughout the district while assessing/implementing new policies as required.

2011 to 2013: Andersen Junior High. Chandler, AZ – *Dean of Students, Athletic Director*

Delivered cross-functional leadership for the 8th grad population consisting of 400+/- students while leading one support manager through a complex and high-energy environment.

- Program managed fund raising opportunities to engage community support for financially-disadvantaged students requiring physicals and health insurance.
- Created and implemented a mentoring program that incorporated the community agency, Chandler Coalition for Civil and Human Rights, to serve as a role model and motivator for 8th grade boys.
- Instrumental in decreasing discipline referrals across 8th grade students by incorporating a proactive, hands-on approach to student engagement, communications, and relationship management skills.
- Ensured a top-performing team of educators by contributing to personnel management, including professional improvements, discipline, and dismissal initiatives.
- Consistently implemented teaching and process improvements that included incorporating a customer-service approach among clerical staff, evaluating 20 teaching staff to identify gaps and opportunities for improvement, and by planning teacher in-services.

2008 to 2011: Andersen Junior High. Chandler, AZ – *School Counselor*

Fostered student learning and achievement by aligning the American School Counseling Association model with the program mission to serve approximately 400 students with needs assessments and data analysis for tailored program development.

- Incorporated community resources to incorporate Southwest Behavioral Counseling Services into the school setting for challenged students.
- Expanded program opportunities through EXPLORE and AIMS testing as well as incorporating KUDER assessments to include additional lessons supporting the Education Career Action Plan.
- Planned and managed community events that included a Virtual Career Day, and field trips to cement school relationships.
- Instrumental in reducing the number of failing students by 55% through innovative strategies and campaigns that met the disparate needs of a diverse student body.
- Served as a member of the Crisis Team, delivering value-add experience including student and family engagement, resource identification, and safety initiatives.

Early Career:

Inclusion Teacher: Andersen Junior High. Chandler, AZ

Cross Categorical Special Education Teacher: Luis Munoz Marin Middle School. Cleveland, OH

EDUCATION & PROFESSIONAL DEVELOPMENT

M.Ed., Educational Administration | Cleveland State University. Cleveland, OH
B.S., Special Education - Cross Categorical - K-12 | Cleveland State University. Cleveland, OH

Professional Development:

Certificate of Advanced Graduate Studies | Ottawa University. Chandler, AZ School • Chandler Chamber of Commerce Leadership Institute • AVID District Director Training • Infinite Campus Training for master scheduling • !Observe Training for Administrators • 2012 Effective Supervision Marzano Book Study • Discipline Overview Inservice • Middle Years Programme Category II Coordinators Trained • Kuder (ECAP) Training • School Crisis Team Training • AMI Tour Guides • Youth Mental First Aid instructor • SafeTALK instructor • AVID Counselor

Professional Affiliations:

American School Counseling Association • Association for School Administrators • Arizona Association of Latino Administrators and Superintendents • National Association of Secondary Principals