

Rosena Garcia

aviator04@hotmail.com

Contact Phone: 713-289-0120

Education:

Principalship Certification Program; University of St. Thomas; 2005 - 2011

Master of Education in Curriculum & Instruction; Houston Baptist University, 2003

Networking Certification Program; SMU Advanced Computer Education Center in San Antonio, 2000

Alternative Certification Program; Texas A&M International University, 1994

Bachelor of Business Administration in Marketing; Texas A&M International University, 1991

Education Certifications:

Temporary Principal, 2005 – 2010

Principalship – pending state exam

Business Composite, Life

Generic Special Education, Life

Information Processing Technologies, Life

Technical Certifications:

Microsoft Certified Trainer (MCT)

Microsoft Certified Systems Engineer, Windows NT (MCSE)

A+ Certification

Distance Education Certification

Languages: bilingual / biliterate in English and Spanish

02/2007 to Present – Director of Career and Technical Education with Houston ISD

Responsible for the development of the departmental budget and expenditures; Prepare and submit the Carl Perkins application for the district totaling \$3.5 million; Evaluate, manage and implement CTE programs and align its current and future career clusters to the needs of the greater Houston area's workforce; Actively participate in groups and activities that support workforce development; Strengthen the industry and community networks to support the current and future CTE programs; Collaborate with middle and senior level district staff from various departments and secondary campus administrators to assess the effectiveness of the CTE programs at each secondary campus and provide curriculum and technical support;

07/2003 to 02/2007 - Director of Instructional Technology with La Porte ISD

Responsible for the selection, coordination, and evaluation of the performance of eleven professional Instructional Technology Specialists and the Instructional Technology program, including the staff development component for the district; Develop budgets for Instructional Technology program; Responsible for the District Improvement Plan for Instructional Technology; Assembled \$9 million budget and timeline for Instructional Technology component of the 2005 La Porte ISD bond and \$20 million technology budget with input from technology directors; Coordinated textbook adoption for Technology Applications and Career & Technology courses; Coordinated district technology fair; Recommended assistive technology hardware and software expenditures; Co-managed Career & Technology programs in areas including PEIMS reporting, assessment, compliance, program initiatives, Perkins grant application / expenditure allocation, and other program related issues; Collaborate with Curriculum department on assessment, curriculum maps, report cards and other areas; Assisted grant writers and campus administration in selection of 9th Grade Center hardware and software; Serve on leadership team that includes cabinet members, directors, and principals

07/2002 to 07/2003 - Instructional Technology Specialist with Northside ISD - Technology Services

Provide technical and technology integration services to the Bilingual, Gifted and Talented, and Special Education departments; Develop training materials for and deliver staff development on data disaggregation software and TIF Tech training for the district (Curriculum & Instruction, Policy & Leadership, and Technical Strand); Collaborated with district departments to implement, recommend and process purchasing requests, reconcile accounts and report data for TIF grant and U.S. Dept. of Ed. Dual Language grant; Coordinate technology facilitators for Bilingual, Gifted and Talented, and Special Education departments; Webmaster for Special Education department; Replaced the Instructional Technology department's computer labs, staff computers, and other software / hardware

07/1999 to 07/2002 - Campus Instructional Technologist with Northside ISD - Linton Elem /Timberwilde Elem

Meet with campus staff to determine curriculum / technology integration needs and provide a plan of implementation; Assist teachers to develop technology integration projects that correlated with their curriculum; Provided staff development to campus and district staff on technology applications and integration; Collaborated with district bond

deployment team on implementation of bond projects at two campuses; Install, configure and train teachers on specialty software including Read180, Accelerated Reader, Earobics and Math Problem Solver; Use AEIS-IT and SCAN-IT (data disaggregation software) to scan and produce reports for campus administrators and assist staff to identify strengths and needs of students' TAAS pre-tests; Campus webmaster for two campuses Managed campus technology including purchasing, installation, training, inventory, initial trouble shooting, and work orders

08/1995 to 06/2001 - Continuing Education Instructor with Laredo Community College

Taught classes to community adults on applications including Microsoft Office, Corel's WordPerfect, Internet, and Lotus 123; developed course for Medical Sector on Internet Resources for the Medical Community

01/1997 to 07/1999 - District Technology Trainer with Laredo ISD - Technology Dept.

Coordinated with partnering school districts on video conferencing projects in Virtual School District collaborative; Actively participated in committee for Request for Proposals process and vendor selection for videoconference equipment purchase for two school districts; Installed, implemented, and integrated a videoconferencing network at elementary and secondary campuses; Provided staff development to teachers and staff on software applications, technology integration and videoconferencing technology; Co-authored one of three TIE grants for acquisition / implementation of multimedia equipment; Assisted Technology Coordinator with development of the district's five year technology plan; Recommended software and hardware for district purchases; Collaborated in the development of the Internet Drivers' License program and provided training to students at all secondary campuses on the use of the Internet and the district's acceptable use guidelines

08/1994 to 01/1997 - Special Ed. Teacher with Laredo ISD - Santo Nino Elementary

Taught language arts and math to learning disabled students in the primary and intermediate grades levels; Used computers, as well as tactile, kinesthetic, visual and auditory instructional resources to address the needs in students' individual educational plans; Collaborated with various grade level teachers to address applicable essential elements and TAAS objectives; Conducted testing for triennial reviews and initial referrals for special education students and coordinated ARD meetings for annual reviews; Reviewed and updated students' special education folders Sponsored student council, honor roll awards, and girls' basketball team for campus

References Available Upon Request