

RESUME`

Theresa M. Porter

Summary

- Exceptional knowledge of specialized magnet program themes, program implementation, administrative support , curriculum development and the student selection process
- Strong knowledge of marketing strategies, budget implementation, expenditures and financial tracking procedures
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively
- Extensive computer training, including knowledge of networking environments and technology comfort with editing software applications such as Photoshop®, Quark, and video-editing software such as Adobe Premiere, ULEAD, Pinnacle Ultimate Studio. Also, proficient in HTML5 coding, JavaScript, Visual Basic, Dreamweaver, and creating animation using Adobe Flash.
- Google Certified Educator-Level 1

Education

- Educational Leadership 2 *Certification*
- Completed (30) hours in Urban Studies, Technology and Administration/ Supervision
Louisiana State University/ Southern University- Baton Rouge, LA
- M. Ed in Curriculum and Instruction, *Southern University, Baton Rouge, LA*
- B.S. Secondary Education, *Louisiana State University, Baton Rouge, LA*
Major: Social Studies Minor: Computer Literacy

Career History & Accomplishments

Director of Magnet Programs, EBR School System (2013-Present)

- Coordinated and implemented district-wide school publicity and recruitment activities
- Implemented new magnet themes and programs for grades K-12
- Continued to perform responsibilities as outlined in the previous position
- Supervise budgets for the district and 18 site-based magnet programs
- Provided professional support for theme integration and program fidelity
- Set up an online radio station for a communications-based magnet
- Implemented a Magnet Schools Assistance Program (MSAP) Grant
- Implemented a district-based Montessori training center

Magnet Programs Recruiter/Coordinator, EBR School System (2004-2013)

- Supported schools by providing media visibility for all Magnet and Gifted & Talented schools
- Designed and implemented the Magnet online application process
- Provided and recommended technology support for Magnet Programs
- Created and designed annual marketing campaign and tools for program visibility and recruiting
- Maintained the district student selection database
- Supervised and provided program support for magnet lead teachers
- Provided marketing support for the Hispanic community during EBR Mania and the application period

Magnet/Technology Coordinator, Crestworth Middle Magnet (1999-2004)

- Responsible for overall implementation of the magnet program, including budgets, enrollment procedures, professional development, maintaining and organizing technology resources and implementing site-based programs
- Implemented a STEM-based magnet component in compliance with the district agreement with the federal courts
- Hosted Technology Expo Night for parents and the community
- Formed a partnership with Exxon to mentor magnet students
- Created a summer STEM JUMP Program to introduce new students to the magnet program
- Served as an *ad hoc* oversight committee member for Magnet Programs to oversee implementation of the *Consent Decree* and the *Final Settlement Agreement* for the East Baton Rouge Parish School System
- Framed and implemented the school's Science, Technology, Engineering, Math (STEM) components of the magnet program; including implementing the *Project Lead The Way* (PLTW) curriculum
- Provided support technology support for teachers and administrators
- Repaired computers and installed workstations; served as the district's system operator (SYSOP) for the school's LAN (local area network)
- Set up the school's close-circuit television station; WCMS
- Recruited students using a technology fair and *Science, Math and Technology Night*
- Provided staff support based on International Society for Technology Education Standards (ISTE); served as a volunteer at the national conference
- Planned regional conferences in Houston, Dallas, and San Antonio
- Planned and hosted regional conference in Baton Rouge

Memberships, Awards, & Accomplishments

- Presenter-National Middle School Conference and the Magnet Schools of America Conference
- Administrative Intern Portfolio used as a district model for data-based instruction
- Certified Louisiana State Assessor and Mentor
- Former TAP Master Teacher (Milken Foundation)
- President, Magnet Schools of the Mid-South
- Regional Director, Magnet Schools of America (MSA)-(Region V- Arkansas, Colorado, Louisiana, Oklahoma, New Mexico, Mississippi, and Texas)
- Magnet Schools of America, Committees-Awards, Regional, and Conferences
- Past Vice-President for Strategic Planning, Debose Fine Arts Foundation
- Past Committee member, BREC, Baton Rouge Parks and Recreation

References available upon request.