

Susan Payton Switzer

Susan@SusanSwitzer.com

Professional Experience

2005-2011 • Chicago Board Of Education – Chicago, IL

Assistant Principal for linguistically and culturally diverse school communities of G. R. Clark School and Lyon School

- Lead internal school review of School Improvement Planning including process and outcome analysis.
- Lead data analysis teams to guide program implementation and analysis through data triangulation.
- Lead school-wide administrative and instructional technology planning and usage.
- Coordinate school budget including establishing long-term budgetary planning.
- Enable positive school-community relations through collective project planning, implementation and evaluation.
- Coach and supervise team of education support staff in daily operations including implementing specialized services.
- Supervise specialized services programs, bilingual and ESL education programs, arts and technology programs.

2002-2005 • Chicago Board Of Education – Chicago, IL

Area Instructional Technology Coordinator in the Austin and Belmont-Cragin communities for Area 3

- Engaged in school-based mentoring activities through school walkthroughs and ongoing coaching for 22 schools.
- Provided skills-based and content-based professional development for principals, teachers, students and parents.
- Evaluated and reporting impact of services for Area-level and School-level services.
- Developed coherence and alignment through skills training for technology data management and assessment systems.
- Built District-level capacity for integrating technology through inter-department collaboration.

2000-2002 • Futurekids, Inc. – Long Beach, CA

Education Consultant Chicago-based with national territory

- Managed and implemented comprehensive technology integration projects for unit schools and school districts.
- Assisted schools in all areas of technology integration.
- Designed professional development curricula for K-12 teachers, paraprofessionals and administrators.
- Managed billing and revenue for eight state Midwestern region.
- Developed curricular resources for K-8 teachers promoting technology integration and constructivism.

1997-2000 • Chicago Board Of Education – Chicago, IL

4th and 5th Grade Teacher in the Lawndale community for Penn School and Hughes School

- Designed staff development for teachers to promote innovative classroom and school programs.
- Designed mission statement and staff development objectives for School Improvement Plan.
- Piloted McGraw–Hill computer program to enhance reading comprehension in partnership with technology teacher.
- Collaborated with grade level team members and worked toward vertical curricular alignment.

Education and Certification

American College of Education- Chicago, IL

- English as a Second Language Certificate Endorsement- anticipated
- State of Illinois, ESL Endorsement anticipated November, 2011

Lewis University – Romeoville, IL

- School Administration Certification –2003
- State of Illinois, General Administrative certification

Walden University – Minneapolis, MN

- Master of Science with Educational Technology Specialization- 2002

DePaul University – Chicago, IL

- Bachelor of Science in Elementary Education –1997
- State of Illinois, Elementary K-9 certification
- Endorsements in Social Science and Middle Level Education

Honors and Activities

- Awarded grants from the CFE, Rochelle Lee Fund, Kids Gardening, and Chicago Green Corps
- Completed Instituto Cervantes' Initial program of four course for Spanish as a second language
- Facilitated successful existing of Corey H. ISBE monitoring process and CPS bilingual compliance monitoring
- Golden Apple Scholar
- Intel Master Teacher Trainer
- Presenter at Illinois Computing Educators Conference and ISTE's National Conference
- WIDA ACCESS and MODEL certified test administrator

References

- Ms. Ivette Robles, Former Principal of Lyon School
- Ms. Sandy Anast, Pre-service teacher supervisor and Retired Principal of G. R. Clark School
- Dr. Sandra Crosby, Education Consultant and Retired Area Instructional Officer of CPS Area 3
- Mr. Barry Shapiro, Counselor of Lyon School
- Ms. Karina Wietholter, Teacher at Newberry Academy