

PAMELA MORLAN MITCHELL

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P. O. Box 163 (806) 256-3631 (home)
Shamrock, TX 79079 (806) 334-0780 (cell)

EDUCATION

West Texas A&M University—Canyon, Texas

Administration certification (2009)

Southwestern Oklahoma State University—Weatherford, Oklahoma

M.Ed. School Counseling (2001)

Howard Payne University—Brownwood, Texas

B.S. General Business (1982)

108 graduate hours in all aspects of education – 3.94 GPA

CERTIFICATIONS

Principal EC-12

Licensed curriculum auditor - Curriculum Management Systems, Inc. (TASA – Phi Delta Kappa)

Professional Development Appraisal System (PDAS) Evaluator

School Counseling (Texas and Oklahoma) EC-12

School Psychometry (Oklahoma) EC-12

Educational Diagnostician EC-12

English as a Second Language 6-12

Higher Education - (ENGL, PSYC)

Secretarial Business 6-12

English 6-12

PROFESSIONAL EXPERIENCE

MCLEAN INDEPENDENT SCHOOL DISTRICT (JAN 2009 – PRESENT)

Director of Guidance/Curriculum

- Coordinate vertical and horizontal curriculum alignment for district
- Supervise, coordinate, and provide counseling services for district
- Serve as district testing coordinator for all assessments
- Research and recommend best practices for instruction improvement
- Assist in planning and implementation of teacher inservice training; new teacher initiation
- Coordinate district Title I, Homeless, and Migrant services

SHAMROCK INDEPENDENT SCHOOL DISTRICT (1993- DEC 2008)

Elementary/Junior High Principal

- Conducted district inservice for overview of state-mandated assessment for special education students; implementation of RtI
- Implemented benchmark testing in grades 3-8
- Developed and implemented RTI process on elementary and junior high campuses
- Improved TAKS scores in SSI grades
- Led elementary math textbook review and selection committee
- Increased use of technology for progress monitoring and intervention
- Developed and implemented procedures for building maintenance

Educational Diagnostician

- Performed all evaluation and assessment duties for grades EC-12
- Served as a consultant for teachers who needed assistance with implementation of IEPs
- Conducted district inservice for PBMAS awareness; 504 referrals
- Attended training on updates in special education law; attended workshops to gain strategies for instruction and assessment of students with disabilities
- Worked as a member the CIP team to address problems identified in PBMAS
- Led all ARD meetings for the district

Transition Counselor

- Developed and Implemented formal transition program which guided seniors in developing post-secondary education/work plans; helped seniors to seek financial aid, scholarships
- Implemented and coordinated job shadowing for juniors and senior students
- Developed a Senior Planning Notebook to organize senior year tasks for students; Many schools in Region XVI now use this planning tool for seniors.
- Implemented and coordinated a senior scholarship banquet; 100% of students received some sort of scholarship award during 3 of the last 5 years
- Prepared 100% of students to leave high school ready to meet TSI standards by the time that they graduated in 5 of the last 7 years

Classroom teacher

- Taught the exit-level TAKS English; passing TAKS scores consistently at 90-95% or better; commended percentages higher than state average
- Developed and taught an ACT preparation curriculum for 10 years
- Taught dual credit Composition and Rhetoric, World Literature, and General Psychology through Clarendon College from 2004-2007
- Served as a student teacher cooperating teacher/mentor
- Title I Teacher/Parental Involvement Coordinator
- PDAS Orientation Facilitator
- Campus Improvement Committee (1993-2004)
- AEIS-IT Campus Coordinator
- State Compensatory DEC Preparation Committee (2002)

SAMNORWOOD SCHOOL DISTRICT (1990-1993)

- Classroom teacher – English (Grades 7-12); Yearbook

BROWNWOOD INDEPENDENT SCHOOL DISTRICT (1983-1990)

- Classroom teacher – English I and III; TEAMS Remediation

PRESENTATIONS

- “Students in Transition” – TASB Regional Meeting - Region XVI Education Service Center, Amarillo, Texas
- “Changing Standards in Special Education” – Shamrock ISD District Inservice, Shamrock, Texas
- “PBMAS Goals and Implementation” – Shamrock ISD District Inservice, Shamrock, Texas
- “Accommodations and Strategies in the Inclusion Classroom” – Shamrock ISD District Inservice

PROFESSIONAL/EDUCATIONAL ORGANIZATIONS

Texas Elementary Principals and Supervisors Association (2007 to present)
Texas Educational Diagnostician Association (2005 to present)
Shamrock Community Education Foundation Treasurer (2002-2004)
Texas Counseling Association (2001 to present)
Chi Sigma Iota – Counseling Honor Society (2001 to present)

REFERENCES

Ray Cogburn, Deputy Director

ESC – Region 16
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Dr. Susan Nix, Program Director

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Lynn Ramsey, Board President

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Harald Hill, Superintendent

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