

PAMELA COFFMAN CARROLL

PROFESSIONAL PROFILE

Master degreed mid-management certified professional with doctorate level superintendent coursework holds record of success in innovative leadership and managing change in exemplary school districts. Persuasive communicator possessing well-developed presentation and negotiation skills.

- **Creative problem-solver** able to effectively manage financial and personnel resources.
- **Decisive team leadership** with solid experience and background in the areas of: Special Education, Alternative Schools, Title Programs, School Health Services, Guidance and Counseling Services, Staff Development and Evaluation Systems, Bilingual/ESL, Psychological Services and Parents As Teachers.
- **Extensive experience** recruiting, hiring and developing leadership talent.
- **Able to develop** productive relationships with colleagues, customers and staff at all levels.

EXPERIENCE

Austin Independent School District, Austin, TX

2002-present

Instructional Coordinator – Special Education

Provide leadership to 10 campuses in the instructional area of Special Education.

- Collaborate with campus principals to improve instructional environments for special needs students
- Maintain an active role in campus supervision of student achievement
- Train staff in selection and use of state developed alternative assessment and TAKS
- Facilitate “ratio driven” staffing allocation process
- Improve campus compliance with Special Education processes
- Negotiate successful agreements with parents through the ARD process

Grapevine-Colleyville Independent School District, Grapevine, TX

1994-1999

Director of Student Support Services

Provided visionary leadership, fiscal responsibility and resource management for ten programs in an exemplary district of 13,000 students.

- Cultivated innovative practices and managed district-wide responsibility for the following programs: Gifted and Talented, Special Education, Alternative Schools, Bilingual/ESL, Title Programs, At-Risk Programs, Parents As Teachers, School Health Services, Guidance and Counseling Services and Psychological Services
- Facilitated stakeholder group of 23, which implemented a three-year plan to return and successfully serve special education students on their home campuses
- Improved staff development levels for all program areas
- Initiated PTA liaison stakeholder group to communicate new initiatives to parents in all program areas
- Maintained quality student service levels during staff reduction
- Developed leaders for all program areas through leadership training and book study program
- Expanded Guidance and Counseling services to include a comprehensive developmental counseling model
- Secured a \$250,000 federal grant for Assistive Technology
- Enhanced consistent implementation of School Health Services through development of a district procedures manual
- Provided leadership for Special Education mediation and due process hearings
- Launched the Grapevine-Colleyville ISD Parenting Extravaganza, securing first lady Laura Bush as keynote speaker
- Established and maintained the Discipline Alternative Campus
- Designed arena assessment model for Special Education Child Find
- Restructured Special Education to provide best practices through integrated services
- Served as the District Hearing Officer
- Elevated standards of practice levels which resulted in retention of staff