

CHELSEA POPE COLLINS

CAREER PROFILE

- Twenty-two years of experience as an administrator and teacher in private, public, and charter school systems.
 - Five years of administrative experience as Division Head providing leadership and support for a faculty of 50 and guidance and a student body of more than 400.
 - Skilled problem-solver, decision-maker, collaborator, communicator, and life-long learner.
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EDUCATION

Doctorate of Education and Administrative Leadership – May 2020
Texas A & M University – College Station, TX

Master of Arts (Organizational Leadership) – 2007
Teachers College, Columbia University – New York City, NY

Bachelor of Science in Chemistry – 1997
Fisk University – Nashville, TN

PROFESSIONAL EXPERIENCE

The Kinkaid School, Houston, TX **August 2003 – Present**
Independent School, Co-ed, PK-12th grade, day school, 1600 students | www.kinkaid.org

Middle School Division Head (Principal) **July 2013 – Present**
Faculty: 50+
Student Body: 440+

- Planned and implemented new master learning schedule
- Planned and implemented one-to-one laptop program
- Implemented on-line grade reporting system
- Oversaw middle school curriculum alignment
- Conduct classroom observations and evaluation of faculty
- Advise and plan whole school initiatives as a member of the Senior Administrative Team
- Host parent education series and events (Parents Council, Peer Parenting, Parent Forums)
- Coordinate divisional professional development
- Manage approximately \$400K budget

Middle School Assistant Principal **August 2010 – June 2013**
(and Grade 8 Math Teacher)
Scope of position included:

- Supported the principal, faculty, staff, and student body in daily functions and routines.
- Devised and coordinated faculty and student scheduling, standardized testing, and student discipline.
- Implemented a revised advisory and student leadership program.

Additional Responsibilities Included:

- Co-sponsored of 8th Grade Peer Mentor Program.
- Co-facilitated parent meetings for students with learning accommodations.
- Served as mentor for incoming faculty/staff members.

Middle School Coordinator of New Student Support

July 2011 – 2013

Scope of position included:

- Provided academic and social guidance and support to newly enrolled students.
- Hosted program activities for new families and students; coordinated New Family and New Student Socials.
- Proficiently developed and maintained strategic alliances with educators, counselors, and alumni to effectively optimize transition efforts.

Assistant Director of Admission

August 2007 – 2010

(and Grade 5 Study Skills Teacher)

Scope of position included:

- Lead middle school and upper school admission committees.
- Thoroughly and accurately presented information to prospective families regarding the school's admission requirements, academic programs, policies, and procedures.
- Reviewed students' files and assigned advocate placement.
- Served as school representative at recruitment fairs and school previews.
- Worked with diverse groups within the Greater Houston Area to efficiently increase awareness of the programs offered by the school.

Additional Responsibilities Included:

- Served as a representative on the All-School Task Force to review all-community survey data for recommendations to the Board of Trustees.
- Served as a Diversity Coordinator (Admission Liaison).

Summer Program Director

January 2005 – 2010

(The Kinkaid/HISD Engineering Math & Science Summer Institute)

Scope of position included:

- Provided support and leadership for a faculty of 15 and student body of 100+.
- Managed a \$100K budget
- Developed and published an Annual Report for the Board of Trustees and program sponsors.
- Assisted in the solicitation of sponsorship and funding.

Grade 5 Science Teacher and Advisor

August 2003 – May 2006

Scope of position included:

- Planned specific program of study and directed the student learning process to achieve curriculum goals.
- Applied individualized teaching techniques and varied instructional strategies to meet the needs of all students.
- Appropriately held students accountable for their own learning.
- Created traditional and non-traditional assessments of students.
- Documented academic, social, and emotional student performance through formative and summative assessments.
- Contributed expertise, ideas, and academic goals for interdisciplinary themes.
- Appropriately integrated the use of technology to facilitate student learning.

Additional Duties Included:

- Facilitated faculty in-service workshops—*Schools Attuned*.
- Served as Interim Grade Level Dean.
- MS Cheerleading Sponsor.
- Houston Area Independent School Diversity Coalition Representative.

KIPP: 3D Academy, Houston, TX

August 2002 – June 2003

Charter School, co-ed, grades 5-8, day school, 280 students | www.kipp-houston.org

Grade 5 & 6 Science Teacher/ Title I Coordinator

Scope of position included:

- Served as a team leader and science coordinator.
- Established school-wide parent involvement policies.
- Budgeted and allocated appropriate funding for federal program as Title I Coordinator.
- Actively recruited and facilitated presentations for prospective students and parents.
- Coordinated TAKS testing and scheduling; disaggregated TAKS data for strategic planning

Southwest High School, Houston, TX

August 1999 – June 2002

Charter School, co-ed, grades 9-12, 200+ students | www.swschools.org

Chemistry/Algebra Teacher/Testing Coordinator

Scope of position included:

- Taught students in grades 9-12 in the areas of math and science.
- Developed individualized discipline management plans that were sensitive to At-Risk students.
- Sponsored National Honor Society.

DATABASE SYSTEM PROFICIENCIES

- Veracross
- PowerSchool Learning (formerly Haiku) Management System
- FOLIO Collaborative System
- DiLL Language Lab Software
- DyKnow Student Device Monitoring System
- Google for Education Programs

CAMPUS COMMITTEE MEMBERSHIPS

- Senior Administrative Team
- Curriculum Committee
- Community Service Search Committee Member (2012)
- Athletic Director Search Committee Member (2011)
- Appointed to the Diversity Steering Committee (2008)
- Admissions Committee for grades 5 and 6 (2003 – 2006)

PROFESSIONAL RECOGNITIONS and CERTIFICATIONS

Independent School Association of the Southwest (ISAS) Beginning Teacher Institute Faculty Member – Fall 2018 & Fall 2019

Carney, Sandoe, & Associates Women's Institute Faculty Honoree – Summer 2017

Independent School Association of the Southwest (ISAS) Division Head Conference Planning Committee – 2015

Independent School Association of the Southwest (ISAS) Division Head Conference Presenter – Summer 2015

National Association of Independent Schools; Aspiring Heads Program Fellow – 2012
National Association of Independent Schools; People of Color Conference Co-Chair – 2012
Columbia University, Teachers College, Joseph Klingenstein Fellow – 2006
Teacher of the Year (Southwest High School) – 2002
National Association of Independent Schools – People of Color Conference Presenter (2007)
SEED (Seeking Educational Equity and Diversity) Certified
Schools Attuned Certification
SummerCore Certification

PROFESSIONAL ORGANIZATIONS

Association of Supervision and Curriculum Development (ASCD)
National Association of Independent Schools (NAIS)
Association of Middle Level Education (AMLE)
Independent School Association of the Southwest (ISAS)
Houston Area of Independent Schools (HAIS)

SERVICE ORGANIZATIONS

Alpha Kappa Alpha Sorority, Inc.
Making It Better Guild