

AXINIA EDITH ZEPEDA

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Professional Portfolio: www.axiniazepedaportfolio.weebly.com

Education

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| August 2012-August 2014 | Houston Baptist University- Graduate Program | Houston, TX |
| <ul style="list-style-type: none">▪ Acquired Masters of Education in Educational Administration▪ Acquired Principal Certification (April 23, 2015)▪ Selected as <i>Outstanding Graduate Educational Administration Finalist</i>- 2012-13▪ Selected to join Kappa Delta Pi- National Education Honor Society- Fall 2013 | | |
| June 2009 | University of St. Thomas | Houston, TX |
| <ul style="list-style-type: none">▪ Acquired Instructional Leadership Development Certificate (ILD) and Professional Development Appraisal System Certificate (PDAS) with their Summer Workshop Semester | | |
| August 2000-June 2006 | University of Houston- Downtown | Houston, TX |
| <ul style="list-style-type: none">▪ Urban Education Major EC-4▪ Minor in Psychology | | |

HISD- High School for Law Enforcement and Criminal Justice, Clifton Middle School & River Oaks Elementary

Experience

June 2018- Present	HISD: Durham Elementary IB World School	Houston, TX
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Assistant Principal

- Assisted in creating/implementing School Improvement Plan
- Serve as an Appraiser – TADS & NTAS-Assists the principal in evaluation and development of staff
- Supervise/Mentor Graduate Students seeking Administrative/Principal Certifications
- Support the Testing coordinator as the Backup
- Serve as Title I Coordinator – Maintain Title I Bin for compliance/funding; organize Involvement Opportunities
- Participate as the Dual Language Coordinator – Promote biliteracy and biculturalism for all students
- Serve as the Magnet Coordinator – Program- IB- Promote IB program and recruited students
- Act as the Campus Behavior Coordinator – Handle discipline referrals; Counsel, mentors, and refocuses students and teachers through modeling Conscious Discipline
- Serve as the Grade Placement Committee Administrator
- Assist the principal in selecting, hiring and mentoring a high-quality school staff
- Assist in collaborating/leading/facilitating PLC's and IAT meetings with teachers and leadership members.
- Assist the principal in communicating, collaborating, and building strong relationships with key stakeholders including: Teachers and Staff, Students, Parents, Community and business partners, and Other members of the school and district community
- Assist in updating School Social Media (Twitter, Living Tree, Facebook, School Website)
- Conduct on-line, telephone, and face-to-face conferences with parents, students and teachers
- Send weekly newsletter to communicate campus updates to staff

June 2017- June 2018	HISD: Fonwood Early Childhood Center	Houston, TX
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Administrator- Teacher Specialist PK3 & PK4

- Served as an Appraiser for Teachers & Non- Instructional Staff; Provided Resources to teachers
- Served as the LPAC Coordinator
- Served as the Title I Coordinator
- Served as the Campus Behavior Coordinator – Handled discipline referrals/Used Conscious Discipline
- Served as the campus Testing Coordinator- Frog Street Press ESGI Assessment tool for PK
- Updated Parent Newsletter to families
- Assisted with planning and implementing Professional Development for the campus
- Counseled, mentored, and refocused students and teachers through modeling Conscious Discipline
- Lead/Facilitated PLC's for teachers to review Curriculum and Data

Administrator- Teacher Specialist

- Assisted in creating/implementing School Improvement Plan
- Spearheaded planning and implementing Professional Development for the campus
- Served as an Appraiser/Coach- Provided feedback and resources for teachers and non-instructional staff
- Served as the Testing coordinator- TELPAS and STAAR; District Testing: HFWE
- Served as the Title I Coordinator -Facilitated Parent Involvement opportunities for our campus
- Participated as the Special Education Coordinator- IAT Committee Chair
- Acted as the Campus Behavior Coordinator – Handle discipline referrals
- Coordinated the Interview Committee- Pre-Screened applicants on AppliTrack & developed Interview questions
- Organized the Grade Placement Committee as the Administrator of the committee
- Coordinated and fulfilled a seat as an SDMC Member
- Coordinated University Student Interns
- Updated and maintained the Berry Teacher/Staff Handbook
- Served as the Campus Administrator: iStation, REACH Dashboard, PK CIRCLE Assessment tool
- Revamped and sent the Berry Weekly Agenda to principal and to staff.
- Maintained and Updated Parent Newsletter to families
- Maintained updated School Social Media (Twitter)
- Conducted on-line, telephone, and face-to-face conferences with parents, students and teachers.
- Collaborated and consulted with the central office departments (Early Childhood Department), external organizations (HCDE), the district offices school administrators and teachers to coordinate the implementation of instructional activities.

August 2006- July 2013

HISD: Farias Early Childhood Center

Houston, TX

Pre-K Teacher

- Served as a Highly Effective teacher for 7 years
- Served as a Campus and Team Leader

Professional Organizations/Cohorts

Conscious Discipline- Facilitator/Helper- 2014-Present

HCDE Winter Conference Committee 2013-Present

HISD- Principal Candidate Development Opportunity (PCDO)- 2019-2020

HISD- Assistant Principal – 1st Year Cohort- 2018-2019

HISD- Assistant Principal Candidate Development Opportunity (APCDO)- 2015-2016

HISD- North Area Aspiring Principals (NAAPA) 2016-2017

HISD- Assistant Principal Candidate Development Opportunity (Spring 2017)

Kappa Delta Pi- Houston Baptist University- Fall 2013

Certifications

Principal Certification (EC-12)

EC-4 Generalist Teacher

References**Ali Oliver**

West Cost Sales Manager

Frog Street Press

Previous Supervisor

713-894-3066

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Maria Solis Nevarez

Principal- Farias ECC

HoustonISD

Previous Supervisor

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Assistant Principal

Houston ISD

Berry Elementary

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