

Donna Smith, Ed.D.

Summary of Skill

I have a diverse background in education including site administration, district administration, county office administration, teaching, coaching new teachers and administrators, and providing professional development. I also have demonstrated leadership skills in planning, organizing, and directing projects, working effectively and collaboratively with others, building relationships with students, parents, colleagues and community members, seeing possibilities, and facilitating change when necessary to support the vision.

Work Experience

Administration and Leadership

Program Coordinator, Homeless Children and Youth Services, July 2019-present

Monterey County Office of Education

Responsibilities: Provide support, leadership, and services for all Monterey County school districts, charter schools, preschools, Alternative Education, and shelters who serve homeless children and youth. Provide staff development, plan and organize conferences and special events, acquisition and distribution of materials and supplies, produce and distribute educational and informational brochures, posters, newsletters, and training videos; write and oversee grants, supervise personnel, plan and develop program.

Student Services Administrator, November 2018- June 2019

Santa Rita Union School District

Responsibilities: Worked under the SRUSD Special Education and Student Services division as the Homeless Services Co-Liaison; developed new protocols for identification and documentation, and developed a site manual to provide information for all staff members regarding procedures and assistance for Homeless and Foster Youth; provided support to site SPED teams; worked on compliance issues and monitored proper use of laws, regulations, and procedures; developed the Comprehensive School Safety Plan for all 6 schools, including Incident Command System; worked on updating board policies and ensuring compliance with mandates; coordinated and monitored all requirements with Intern teachers including examinations, credentialing programs, coaches, monthly meetings, and professional development opportunities; worked with school counselors on developing protocols and future programs.

Principal, July 2012 – November 2018

La Joya Elementary School, Santa Rita Union School District

Responsibilities: Provided leadership for 60 staff members and 565 students; focused on fulfilling the expectations of our vision, mission, and goals; established commitment to collaboration, quality instruction, student achievement, and using assessments to drive instruction; established procedures and budget to support field trips, art, music, and sports programs to enhance the academic program; developed partnerships with parents and community members to increase involvement; focused on SST procedures to lead to proper placement in intervention, Special Education Services, and outside services as needed.

Principal, July 2002-June 2005

Loma Vista Elementary School, Salinas City Elementary School District

Responsibilities: Provided staff development in differentiation, technology, instructional strategies, and brain based learning; reorganization of facilities, safety procedures, school disaster plan, student behavior systems, and Student Study Team; implemented new technology plan and installment of new equipment; wrote new Loma Vista parent and teacher handbook, school newsletter and calendar; implemented school action plan; wrote and implemented High Priority Grant; implemented Reading First Grant; implemented new remedial services; increased parent involvement; implemented new parent participation opportunities and parent club.

Professional Development and Facilitation

Coordinator/Administrator – Professional Development, April 2001-July 2002

Monterey County Office of Education

Responsibilities: Provided training and professional development for teachers in Monterey County; developed curriculum and programs, planned events, managed training for the program and organized training with districts in Monterey County.

Program Facilitator and Trainer for New Teacher Induction, July 2009-September 2012

Monterey County Office of Education

Responsibilities: Conduct New Teacher Induction Training (FACT Training) for BTSA Participating Teachers and Coaches.

Facilitator for *Families in Control* Program, July 2006-2009

Salinas Adult School-Parent Education, Salinas Union High School District

Responsibilities: Families in Control trainer, program development, Speaker for Speaker's Bureau, Speaker for parent University-Goal Setting with Children and Helping Parents Raise Academically Successful Children.

Teaching and Educational Enrichment

Teacher, January 1995-August 1999 August 2006-June 2009, July 2010-June 2012

Salinas City Elementary School District

Grades: 2nd, 3rd, 4th, 5th, and 6th

Teacher-in-Charge, SCSUSD Summer School- 2000, 1999, 1998, 1997, 1995

Salinas City Elementary School District

Responsibilities: Planned and developed curriculum and activities; monitored staff and students.

Teacher-in-Charge, Outdoor Education Program for Migrant Students - 2000, 1998, 1997, 1996, 1995

Salinas City Elementary School District

Responsibilities: Planned and developed curriculum and activities, conducted training, assigned classes, taught special classes on animals, native plants, endangered species, and ecology.

Teacher, October 1986 - October 1986 - June 1989

Redwood City Elementary School District, Redwood City

Grades: 1st, 2nd, and 5th

Degrees and Credentials

Ed.D. in Organizational Leadership, 2008

University of La Verne, La Verne

M.A. in Educational Administration, 1994

San Francisco State University, San Francisco

B.A. in Social Ecology, 1986

University of California, Irvine

Administrative Services Credential, 1994

San Francisco State University, San Francisco

Multiple Subjects Teaching Credential, 1988

San Francisco State University, San Francisco

CLAD Certificate, 1991

Monterey County Office of Education, Salinas

Organization Affiliations

Monterey County Community Action Partnership

District 4 Commissioner - 2019 to Present

Monterey County and Benito County Continuum of Care

Leadership Council Member - 2019 to Present

Community Homeless Solutions

Board Member - 2020 to Present