

SHATALA Q. CAIN

An experienced, highly motivated leader with expert skills in communication, organization, and interpersonal relations.

EDUCATION

Education Specialist Mercer University	Teacher Leadership 2013-2014	Atlanta, GA
Master of Education Trevecca Nazarene University	Educational Leadership 2009-2010	Nashville, TN
Bachelor of Science UT Chattanooga	Secondary English Education 2003 - 2007	Chattanooga, TN

SERVICE TO THE PROFESSION

AVID Coordinator/Administrative Assistant **Fall 2014-Present**
Paul D. West Middle School

- Organized and planned field trips/community service projects
- Facilitated and conducted faculty trainings on WICOR strategies
- Created in-house discipline cycle using the Fulton County Guidelines
- Completed observations using the TKES platform/AVID standards
- Co-Created plan for school-wide committees
- School Culture Leadership Team Leader
- Trained in Restorative Practices and implemented on grade level
- Served as Extended Learning Coordinator 2016-2017
- Served as teacher mentor
- PBIS Coach 2015
- Jr. Scheduler
- Instructional Leader (grade chair) for 7th grade
- Planned and Coordinated Teacher of the Year process
- Planned and facilitated Summer Bridge Program
- Conducted Monthly Site Team Meetings

AVID Elective Teacher **Fall 2014-2016**

- Taught 7th-8th grade AVID Elective classes
- Scheduled guest speakers
- Planned and facilitated field trips

Reading/ESOL Teacher **Fall 2012-2014**

- Formatted Reading lesson plans based on the Common Core Standards for 7th grade
- Integrated technology within the classroom
- Attended Professional Development to improve skills and enrich Teaching strategies

- Served as SGC Chair and budget chair

ESOL Adult Education Teacher (Part-Time)

Cobb County Adult Center

Summer 2012

Marietta, GA

- Provided instruction to non-native English speaker Adult Learners
- Format lessons for Levels 1 & 5 proficiency levels

Family and Community Involvement Facilitator (Part-Time)

Apollo Middle School

Spring 2012

Antioch, TN

- Provide advertisements and translations for school events to accommodate families
- Responsible for communicating with the community about school-wide events and activities
- Planned activities for various "Family Nights" and Test Prep

ESOL Teacher

Apollo Middle School

2009-2012

Antioch, TN

- Format Reading/Language Arts lesson plans that accommodate secondary language learners in grades 5-8
- Develop phonemic awareness using a multitude of teaching strategies and tools
- Used technology to promote academic understanding
- Student Council Sponsor
- ESOL School Representative

ESOL Teacher

Cameron Middle School

2008-2009

Nashville, TN

- Taught Reading and Language Arts to speakers of other languages in grades 5-8
- Prepared lesson plans and teach them to students
- Attended professional development seminars: S.D.A.I.E.

English I Teacher

Hillsboro High School

Summer 2008

Nashville, TN

- Taught summer curriculum for English I credit recovery
- Developed lesson plans based on content recovery

ACTIVITIES

STEP Team Sponsor

2013-2016

SGA Sponsor

2008-2009

Cheerleader Sponsor

2008

Delta Sigma Theta Sorority, Inc.

2007 – Present

Big Brother Big Sister

2004-2007

SKILLS

Microsoft Office: Word, Publisher, and PowerPoint, Edgenuity, Safari Montage, Google Forms/Docs

REFERENCES

Available upon request