

DATE: 10/09/2019

TO: City Clerk

FROM: City Representative Cissy Lizarraga

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0008

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of October 15, 2019

Re-Appointment of Rachel Adame Anderson to the Museums and Cultural Affairs Advisory

Item should read as follows: Board

### **BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Museums and Cultural Affairs Advisory Board

NOMINATED BY: City Representative Cissy Lizarraga DISTRICT: 8

NAME OF APPOINTEE Rachel Adame Anderson  
(Please verify correct spelling of name)

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: \_\_\_\_ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: N/A

**LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):** N/A

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Rachel Adame Anderson

EXPIRATION DATE OF INCUMBENT: 10/1/2019

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X  
RESIGNED \_\_\_\_\_  
REMOVED \_\_\_\_\_

DATE OF APPOINTMENT: 10/09/2019

TERM BEGINS ON : 10/01/2019

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2023

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_

2<sup>nd</sup> TERM: X

UNEXPIRED TERM: \_\_\_\_\_

## **RACHEL ADAME ANDERSON**

### **EDUCATION**

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- **M. Ed in Educational Leadership**  
University of North Texas; Denton, TX; December 2014
- **Bachelor of Arts in English and Comparative Literature**  
Columbia University; New York, NY; May 1997

### **CERTIFICATION**

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- Principal, Grades EC-12
- English and Language Arts, 8-12
- TTESS Certified Appraiser
- Gifted and Talented/Advanced Placement Certification
- Microsoft Innovative Educator Certification
- Thinking Maps Certified Trainer

### **EXPERIENCE**

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#### **Assistant Principal, Jefferson High School**

##### **El Paso, TX (November 2016-Present)**

Assists the school principal in overall administration of instructional programs and campus level operations.

Coordinates assigned student activities and services:

- Instructional and Program Management
  - PLCs and Staff Development
  - Developed campus tardy policy, attendance incentives Professional Development
  - Summer School Administrator 2017
  - Administrator in charge of student discipline and attendance
- Personnel Management
  - Hiring and Staffing
  - Staff Evaluations
  - TTESS appraiser

#### **Active Learning Leader, El Paso ISD**

##### **El Paso, TX (August 2015- November 2016)**

- Collaborate with campus administration to plan professional development for campus faculty both short and long term
- Plan and Provide Campus and District Professional Development, including:
  - Active Learning Framework, Blended Learning, Project-Based, Problem/Challenge Based Learning experiences, and Instructional Technology Integration experiences (SAMR)
- Collaborate with campus administration and faculty to determine which subjects and populations have greatest need using disaggregated data, and help assess appropriate digital content for interventions
- Provide model lessons on the above topics with an emphasis on Active Learning
- Work with parents and community members to communicate active learning strategies and how they are used in the classroom

#### **Literacy Coach, El Paso High School**

##### **El Paso, TX (August 2013- 2015 )**

- Work collaboratively with district and campus personnel to provide support for literacy instruction.
- Teacher, AP English Literature and Composition
- Collaborate with teachers and administrators in setting goals and activities for the campus as a member of the Campus Instructional Leadership Team (CILT).

- Provide feedback related to student English language arts achievement to campus and district personnel.
- Provide staff development in literacy instruction.
- Act as a campus and parent literacy support liaison.
- Make contact with students through multiple delivery models (i.e. demonstration lessons modeling best practices, instructional coaching to teachers).
- Served as Campus GT Coordinator

**Teacher, Franklin High School**

**El Paso, TX (2004-2013)**

- Taught English IV, AP English Literature and Composition, Gifted and Talented Independent Study (Texas Performance Standards Project)
- Taught English I and II, Pre-AP English I, Creative Writing, Literary Genres
- Served as Campus AP and GT Coordinator, 2010-2013

**Teacher, MacArthur Middle School**

**El Paso, TX (Spring 2004)**

- Taught English and Language Arts, Grades 7 and 8
- Taught Reading Intervention, Grade 6

**Teacher, Loretto Academy**

**El Paso, TX (August 2001 – December 2003)**

- Taught French I, Spanish I, Spanish for Native Speakers, Computer Applications, Music History  
Loretto Show Choir

**Project Manager, Organic, Inc.**

**San Francisco, CA (July 1999- December 2000)**

**Copywriter, Avon Products, Inc.**

**New York, NY (February 1998-March 1999)**

**Proofreader, Gray Advertising, Inc.**

**New York, NY (March 1999-June 1999)**

**ADDITIONAL EXPERIENCE**

Freelance Writer, 2013-2015

EPISD Curriculum Writer, English and Language Arts TX (2008-Present)

Presenter, TAGT Conference 2011: "Guiding Gifted Students to Success through Independent Study"

Campus AP Coordinator, Franklin High School 2010-2011

**SKILLS**

- Digital/virtual learning environments, instructional technologies, HTML
- Proficient in written and spoken Spanish
- Fluent in written and spoken French and Italian

**REFERENCES**

Patricia Benitez, Assistant Principal Guidance and Instruction, Jefferson/Silva (915) 831-9464

Dr. Laura DuVernois, Assistant Principal, Silva Magnet High School (915) 252-1010

Jose Carlos, Assistant Principal, Jefferson High School (915) 241-9808