

DATE: 10/10/2018

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 16, 2018

Item should read as follows: Appointment of Rachel Adame Anderson to the Museums and Cultural Affairs Advisory Board

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

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

NOMINATED BY: 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: No

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

NAME OF INCUMBENT: Elvira Carrizal-Dukes

EXPIRATION DATE OF INCUMBENT: 10/01/2019

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

DATE OF APPOINTMENT: _____

TERM BEGINS ON : 10/16/2018

EXPIRATION DATE OF NEW APPOINTEE: 10/01/2019

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____

2nd TERM: _____

UNEXPIRED TERM: X

RACHEL ADAME ANDERSON

EDUCATION

- **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

- 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

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

Dr. Laura DuVernois, Assistant Principal, Silva Magnet High School

Jose Carlos, Assistant Principal, Jefferson High School