

KARLA S. HALVANGIS

SUMMARY OF QUALIFICATIONS

- Curriculum Development
- Instructional Leadership
- Program Administration
- Professional Development
- Departmental Supervision
- Interviewing and Hiring

LEADERSHIP EXPERIENCE

CHURCHILL HIGH SCHOOL

Student Activities Director

July 2010 to Present

- Coordinate non-athletic school events including assemblies, dances, fundraisers, and extra-curricular activities
- Plan building professional development
- Cooperate with building principal on senior Honors Night and Commencements
- Manage money and balance financial records from dances and fundraising
- Purchase necessary equipment and supplies
- Provide staff with various audio/video and programming support
- Supervise student council activities
- Facilitate weekly summer student council meetings
- Oversee Homecoming and student council school-wide elections
- Facilitate multiple annual student council conferences
- Coordinate community service opportunities
- Inspire student leaders to become independent thinkers and problem solvers
- Foster a positive environment for both staff and students
- Maintain communication with students, staff and community
- Maintain a working relationship with building PTSA board and attend monthly meetings
- Initiated and implemented new wristband policy to encourage appropriate dancing
- Simplified ticket sales through the use of technology

Senior Class Sponsor

July 2010 to Present

- Supervise senior class meetings and assemblies
- Facilitate various senior dances including prom
- Coordinate commencement ceremony and cap and gown ordering
- Streamlined prom ticket sales and record keeping through the use of technology

Kensington Lakes Activities Association President
(Kensington side)

June 2012 to Present

- Prepare meeting agendas and run monthly meetings
- Communicate regularly with eleven other advisers
- Correspond with president from the Lakes side of the conference
- Initiated and annually host twelve-team KLAA charity volleyball tournament
- Host twelve-school annual leadership forum
- Represent the KLAA as a member of MASC/MAHS Adviser Board

- Anti-Racism Task Force Team Member June 2012 to Present
- Attended a two and a half day training at ERAC/CE in Kalamazoo
 - Helped facilitate professional development regarding systemic racism
 - Participate in team meetings and discussions based around readings
 - Assist with fundraising to continue with professional development

- Peer Mediation Instructor September 2012 to Present
- Initiated peer mediation program for select juniors and seniors
 - Train students in peer mediation process
 - Arrange mediations referred by students, staff, and administration

- English Department Chair July 1996 to June 2010
- Analyzed data to help drive instruction
 - Assisted in interviewing and hiring of teachers
 - Helped plan and facilitate district and building professional development
 - Provided support for teachers in the department
 - Purchased books and other departmental supplies within budget
 - Corresponded with counselors and administration on department's behalf
 - Represented the department on district committees and at district meetings
 - Helped develop process for selecting students into the accelerated program
 - Scheduled teachers' classes
 - Prepared agendas and ran department meetings

- Professional Learning Communities Team Leader July 2002 to June 2007
- Attended PLC conference at Stevenson High School in Lincolnshire, Illinois
 - Presented PLC concepts to staff
 - Participated in meetings to plan for implementation
 - Facilitated meetings with community members

TEACHING EXPERIENCE

CHURCHILL HIGH SCHOOL

- English Teacher August 1994 to June 2010
- Taught diverse students in all grades and all ability levels
 - Helped create reading program for struggling readers
 - Cooperated with elementary reading specialist in co-taught reading class
 - Planned and presented building professional development on reading
 - Helped students improve reading ability up to two grade levels in one semester
 - Collaborated with colleagues to deliver best practices
 - Adjusted instruction based on data through PLCs
 - Communicated with parents
 - Received Livonia Public Schools Secondary Teacher of the Year Award

EDUCATION

- Oakland University, Rochester, MI June 2003
Ed. S. in Educational Leadership
- Oakland University, Rochester, MI June 1997
M.A. in Curriculum, Instruction and Leadership
- Alma College, Alma, MI May 1990
B.A. in English