Monica Reyes

ELEMENTARY ASSISTANT PRINCIPAL

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SUMMARY

Elementary assistant principal with 3 years in school administration and 7 years teaching and leading reading intervention in K-3. Runs school operations for a 640-student campus, coaches teachers in structured literacy, coordinates campus support operations for special education and ELL services, and uses data analysis to target reading help.

SKILLS

School Operations • Campus Support Operations • MTSS • Structured Literacy • Teacher Coaching • ELL Services
Emergency Planning • Data Analysis • Spanish • Interpersonal Skills

EXPERIENCE

Elementary Assistant Principal 07/2023 - Present

Sandia Foothills Public Schools Albuquerque, NM

K-5 campus with 640 students and 48 staff.

- Run school operations for **640** students, including bus, arrival, lunch and dismissal schedules.
- Coordinate MTSS, special education and ELL services, holding 80 student support meetings a year.
- Coach 22 K-2 teachers on structured literacy, lifting DIBELS benchmark rates from 48% to 63%.
- Lead 12 safety drills a year and keep emergency planning current with district security and the fire marshal.

Reading Interventionist and Grade-Level Lead 08/2019 - 06/2023

Paseo del Norte Elementary School Albuquerque, NM

Title I K-5 school with 520 students.

- Taught small-group reading intervention to **60** K-3 students a year using structured literacy.
- Led a grade-level team of 5 teachers, planning units and reviewing weekly reading data.
- Coordinated after-school tutoring for 90 students funded by a Title I grant.
- Trained 12 educational assistants on intervention routines and progress monitoring.

Second Grade Teacher 08/2016 - 06/2019

Mesa del Sol Elementary School Albuquerque, NM

Dual-language K-5 school.

- Taught **24** second graders a year in a bilingual Spanish-English classroom.
- Raised end-of-year reading proficiency from 41% to 67% in one year.
- Held 50 parent conferences a year in English and Spanish.

EDUCATION

Master of Arts 05/2022

University of New Mexico Albuquerque, NM

Educational Leadership

CERTIFICATES

Level 3-B Educational Administration License (PreK-12) 06/2023

New Mexico Public Education Department