

# Jennifer Galindo

## PROFESSIONAL EXPERIENCE

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### **Polo Park Middle School**

*Principal*

**Wellington, FL**

*July 2022 – Present*

- Lead all instructional and non-instructional staffing
- Observe teaching methods and examine student achievement data to evaluate curricula and teaching techniques; determine areas where improvement is needed
- Evaluate instructional staff; Supervise and evaluate assistant principals
- Collaborate with teachers to develop and maintain curriculum standards; differentiate instructional focus and set performance goals and objectives
- Regularly make informed decisions based on school data and/or district policy; confident making quick on-site decisions
- Effectively communicate with stakeholders including faculty, staff, parents, students, and community organizations
- Ensure full intent and rigor of the standards are achieved in each class as measured on state assessments
- Guide school-wide goals based on student data; establish instructional procedures to carry them out through participation in learning team, grade level and curriculum committee meetings
- Facilitate professional development activities for teachers and support staff; topics have included the implementation of the Florida State Standards, disaggregation of data and its instructional implications in the classroom, student-led data dives, Universal Designs for Learning, enhancing opportunities for student voice, small group instruction in the secondary classroom.
- Responsible for daily operations including but not limited to staffing, budget, student achievement
- School achievements while under my leadership
  - School-Wide Positive Behavior Support Model School-Silver Level
  - A-Rated School
  - Launched Dual Language (Spanish) Program

### **ADJUNCT PROFESSOR**

Florida Atlantic University -EXEQ Program

January 2020 – Present

#### **Course Assignment: Systems and Communities**

- Audience of perspective school leadership candidates
- Provide instruction on the role of leadership in the development of school systems and operations
- Provide instruction on developing community partnerships in education, harnessing the power of community involvement for student achievement and creating methods for listening and learning from all stakeholders
- Provide opportunities for prospective leaders to move from a local, classroom level view of education to a global, school/district-wide view of education.
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#### **Course Assignment: Educational Leadership 1**

- Audience of perspective school leadership candidates
- Provide instruction on utilizing data to drive decision making
- Provide instruction on Florida Principal Leadership Standards and how these share the role of the principal.
- Provide opportunities for prospective leaders to build understanding of equity and access of instruction as well as how data can be used to support this work.

**Grassy Waters Elementary School**

**West Palm Beach, FL**

*Principal*

*July 2014 – June 2022*

- Lead all instructional and non-instructional staffing
- Observe teaching methods and examine student achievement data to evaluate curricula and teaching techniques; determine areas where improvement is needed
- Evaluate instructional staff
- Supervise and evaluate assistant principal
- Collaborate with teachers to develop and maintain curriculum standards; differentiate instructional focus and set performance goals and objectives
- Regularly make informed decisions based on school data and/or district policy; confident making quick on-site decisions
- Effectively communicate with stakeholders including faculty, staff, parents, students, and community organizations
- Ensure full intent and rigor of the standards are achieved in each class as measured on state assessments
- Guide school-wide goals based on student data; establish instructional procedures to carry them out through participation in learning team, grade level and curriculum committee meetings
- Facilitate professional development activities for teachers and support staff; topics have included the Marzano Observation System, implementation of the Florida State Standards, disaggregation of data and its instructional implications in the classroom, and growth mindset as it impacts student achievement
- Devised a school schedule that maximizes instructional time and best promotes differentiated instruction; creator of the original master schedule template now used across the district in all elementary schools
- Responsible for daily operations including but not limited to staffing, budget, student achievement
- School achievements while under my leadership
  - Establishment and opening of Biomedical and Veterinary Technology Academy Choice Program
  - Green School of Excellence
  - School-Wide Positive Behavior Support Model School-Silver Level
  - US Healthier School (Determined by US Dept. of Agriculture)-Bronze Level
  - Commit 2 Be Fit Model School
  - State of Florida Family and Community Involvement Award Winner

**Grassy Waters Elementary School**

**West Palm Beach, FL**

*Assistant Principal*

*Aug 2008 – July 2014*

- Observe teaching methods and examine student achievement data to evaluate curricula and teaching techniques; determine areas where improvement is needed
- Collaborate with teachers to develop and maintain curriculum standards; differentiate instructional focus and set performance goals and objectives
- Regularly make informed decisions based on school data and/or district policy; confident making quick on-site decisions when necessary; Effectively communicate with students, parents and staff
- Set educational standards and goals based on student data; establish instructional procedures to carry them out through participation in learning team, grade level and curriculum committee meetings
- Plan and lead professional development activities for teachers and support staff; topics have included the Marzano Observation System, adoption and implementation of the Common Core State Standards, and disaggregation of data and its instructional implications in the classroom
- Devised a school schedule that maximizes instructional time and best promotes differentiated instruction; creator of the original master schedule template now used across the district in all elementary schools
- Responsible for daily operations including but not limited to testing, textbooks, scheduling, and discipline
- Title 1 Contact; responsible for maintaining all audit information, creating and carrying out of the parental involvement plan, assist in making budgetary decisions

*Summer School Site Administrator*

*Summer 2012 & 2013*

- Recruit/hire instructional and non-instructional staff

- Set educational goals and establish policies and procedures to carry them out
- Determine allocation of funds for supplies and materials and authorized purchases
- Prepare and submit budget requests and recommendations for personnel placement
- Prepare, maintain, and monitor the preparation and maintenance of attendance, activity, and planning records
- Recommend personnel actions related to programs and services and use of facilities
- Direct and coordinate activities for teachers and support staff including duty hours and supervision duty

**Wellington Elementary School**

*Teacher on Special Assignment as Assistant Principal*

**Wellington, FL**  
*April 2008 –June 2008*

- Involved in instructional and non-instructional staff placements
- Regularly made informed decisions based on school data and/or district policy
- Employed a variety of skills to effectively communicate with students, parents and staff
- Developed the FY09 School Master Schedule
- Responsible for daily operations including but not limited to testing, textbooks, scheduling, and discipline

*Intermediate Teacher*

*June 2003 –April 2008*

- Implemented highly successful inclusion model classroom
- Worked closely with ESE department to develop transition IEPs
- Led workshops and trainings on data analysis and standards-based instruction
  - FY08, FY07 5<sup>th</sup> Grade Team Leader
  - FY08, FY07, FY06 Safety Patrol Sponsor
  - FY08 SAC Co-Chair, Professional Development Team Member
  - FY06, FY05 Member of School District Inclusion Committee

**Wellington Landings Middle School**

*Administrative Intern*

**Wellington, FL**  
*Summer 2007*

- Assisted with campus supervision during Summer School
- Employed a variety of skills to effectively communicate with students, parents and staff
- Worked closely with principal to develop master schedule and assign teams

**Village Academy**

*Primary Teacher*

**Delray Beach, FL**  
*December 2001-June 2003*

- Implemented Reading program in grades 1 and 3
- Provided strong standards-based instruction and FCAT preparation
- Participated in Single School Culture initiative and Efficacy program

**EDUCATION**

**AMERICAN COLLEGE OF EDUCATION**

*Doctor of Education in Educational Leadership, December 2018*

**Indianapolis, IN**

**NOVA SOUTHEASTERN UNIVERSITY**

*Specialist in Educational Leadership, September 2007*

**Palm Beach Gardens, FL**

**UNIVERSITY OF FLORIDA**

*Masters in Elementary Education, December 2001*

**Gainesville, FL**

- Specialization in Reading

**UNIVERSITY OF FLORIDA**

*Bachelors of Arts in Education (with Honors), December 2000*

**Gainesville, FL**

## **PROFESSIONAL TRAINING**

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Proficient in Marzano Teacher Assessment, SwPBS (Tier I and Tier II), Data-Driven Leadership, Florida Continuous Improvement Model, EDW, Efficacy, Differentiated Instruction, CRISS Strategies, Multi-Tiered Systems of Support (MTSS), Common Core State Standards

## **CERTIFICATION**

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**Florida Certification #869755**

School Principal

**Valid through June 30, 2026**

Educational Leadership-all levels

Elementary Education-grades 1 through 6

English Speakers of Other Languages (ESOL)-grades K through 12

Reading-grades K-12

## **HONORS AND RECOGNITIONS**

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PBCSD Administration Association's Elementary Assistant Principal Division Chair (2013, 2014)

PBCSD District Leadership Advisory Council Appointee (2011, 2012, 2013)

You Make a Difference Award Recipient, Florida Department for Disabilities (2007)

William T. Dwyer Award Nominee (2007)

Phi Beta Kappa Education Honor Society (2000)