

**Stephanie F. Nance, Ed.D.**  
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***Educational Philosophy:*** *To teach a student is the ability to humble and deny yourself in order to allow the knowledge and skills you possess to transfer to that individual. It is the most humbling and rewarding experience. Every student is equipped with the light of knowledge. It is up to us as educators to ignite their flame.*

**Education:** ***Nova Southeastern University - Palm Beach Gardens, FL***  
*Doctor of Education - Educational Leadership; Minor: Adult Education*  
*Graduated: July 2012*

***Nova Southeastern University - Palm Beach Gardens, FL***  
*Master of Science – Educational Leadership*  
*Graduated: July, 2001*

***Florida Agricultural and Mechanical University – Tallahassee, FL***  
*Bachelor of Science – Business Economics*  
*Graduated: May, 1994*

***Professional Certificate:***     ***School Principal (K-12)***  
  ***Social Science (5-9)***

**Employment History**

***8/07 – Present***

***Principal – Crestwood Middle School, Royal Palm Beach***  
*\*Implementing and monitoring rigorous standards and effective instruction*  
*\*Establishing school-wide goals focused on addressing the needs for improving overall student achievement*  
*\*Developing and executing a Title I school-wide plan focused on addressing targeted school objectives, providing intensive academic support for students, strengthening family & community partnerships through training & resources and monitoring of federal funds allocated for instructional resources and supports*  
*\*Examining student performance data and instructional practices to drive the professional learning continuum for staff*  
*\*Cultivating a growth mindset culture centered around culturally responsive teaching & learning*  
*\*Creating, sustaining and fostering a positive learning environment inclusive of academic, behavioral and social/emotional needs of students*  
*\*Building partnerships with families and community members to shift perceptions, to ensure the effective use of resources to promote shared decision-making*

- \*Team member of the Village of Royal Palm Beach K-12 Continuum to promote sustained K-12 enrollment of students who attend schools in the Village of Royal Palm Beach.*
- \*Work collaboratively with teacher-leaders in the advancement of school-wide technology initiatives*
- \*Oversees daily school operations and emphasis on maintaining a clean, safe, and nurturing environment*
- \*Supervises and evaluates all school-based personnel, including conducting performance appraisal sessions which are extensions of a Board-approved personnel assessment systems*
- \*Prepares school budget and manages and supervises the school's financial resources and monitors internal accounts*
- \*Work collaboratively with the School Advisory Council to assess school needs and develop the School Improvement Plan*
- \*Provide proactive, comprehensive, and facilitative leadership for the school in the planning and implementation of school improvement initiatives*
- \*Maintain appropriate records related to pupil attendance, FTE, and adhere to pupil progression guidelines*
- \*Built Master Schedule and handles all functions related to scheduling*
- \*Encourage increase involvement by parents, businesses, and other community interests through school partnerships*

8/04 – 6/07

***Crestwood Middle School – Royal Palm Beach, FL***

*Assistant Principal – Administration*

- \*Assumed the responsibility of the school center in the absence of the principal*
- \*Administered state and district testing programs*
- \*Analyzed student data for program development and curriculum alignment*
- \*Built Master Schedule and handles all functions related to scheduling*
- \*Administrative coordination and scheduling*
- \*Supervised course descriptions and selection sheets for student registration*
- \*Maintained record of student counts and monitors FTE and student scheduling*
- \*Served as liaison for SAC and writes the School Improvement Plan*
- \*Planned and monitored staff development activities*
- \*Assisted in the selection and placement of staff*
- \*Assistant Principal for discipline – 8<sup>th</sup> Grade*
- \*Served as Team Leader Coordinator*
- \*Used summative observation forms to observe and evaluate teachers*

8/02 – 6/04

***Crestwood Middle School – Royal Palm Beach, FL***

*Assistant Principal – Curriculum*

- \*Coordinated implementation of Curriculum Development*
- \*Provided new teachers with Sunshine State Standards/Benchmarks*
- \*Supervised the teaching and implementation of the Sunshine State Standards*
- \*Completed reports related to curriculum and instruction*

- \*Coordinated ordering, distribution and collection of all textbooks*
- \*Served as Department Chair Facilitator*
- \*Assistant Principal for discipline – 6<sup>th</sup> grade*
- \*Monitored the Educational Support Program and oriented new teachers*
- \*Coordinated the Volunteer Program*
- \*Uses summative observation forms to observe and evaluate teachers*

### **Presentations/Trainings**

- School Improvement*     *January 2022; January & Sept. 2021; January & October 2020; January & September 2019; January & Sept. 2018; January 2017; January, September & October 2016; January & Oct. 2015. Objective – Outline school’s academic vision and plan: discuss school-wide academic initiatives being implemented in targeting areas of improvement. Targeted audience – Teachers, Support Staff, School Advisory Council*
- Data Analysis:*     *January & August 2022; February, August & October, 2021; December 2020; February & August, 2019; January, August – November, 2018; January – March, 2017; January, August – November, 2016; January, August, & September, 2015. Objective – Analysis of diagnostic and common assessments. Assessing students’ predicted FCAT levels and targeting areas needing improvement. Developing instructional reflective groups designed to streamline curriculum and share best practices. Targeted audience – Teachers and Support Staff*
- Academic Leadership:*     *July 2022; August 2021-October 2021; August 2020 – May 2021; August 2019 – May 2020; July 2019; Aug. 2018 – May 2019; August 2017 – May 2018; August 2016 – May 2017; Aug. 2015. Objective – Summer Academic Retreat for Teacher Leaders; Discussion and review of academic initiatives; Florida Standards; Data analysis, instructional planning; School Safety planning; school events. Targeted audience – Learning Team Leaders and Dept. Instructional Leaders*
- Palm Beach Model of Instruction:*     *September 2021; September 2020; August, 2019; August & September 2018; January, August & September 2017; January, August & September 2016; January, March, & August 2015. Objective – Training of PBMI teacher evaluation System, teacher professional growth plan, progress monitoring and analysis of instructional practice and performance. Targeted audience – Classroom and Non-Classroom Teachers*
- Single School Culture:*     *August 2022; August 2021-October 2021; August – May 2020; March – June 2020; January & August 2019; Jan. & Aug. 2018; January & August 2017; January & August 2016; January & August 2015. Objective – Identifying factors attributable to establishment of school culture, discussion and revision of current school-wide policies and building dialogue in addressing school-wide procedures. Targeted audience – Teachers and Support Staff*
- Florida Standards Assessment:*     *October 2022; February & April 2021; September 2019; February March 2018; February & March 2017; January, May, & August 2016; January, March, August, & October 2015. Objective – Analysis of procedures and guidelines in administering state assessment. Targeted audience – Teachers, Support Staff, and Community Members*

*Village of RPB Educ. Advisory Board Annual Presentation conducted between September and March. Objective - Outline school's academic vision and plan; Overview of Choice Academies; Discussion of student performance data, program alignment to feeder school continuum, and target goals for the year.*

**Professional Associations/Committees**

*B.E.S.T. Standards Focus Group Member  
Aspiring Leaders' Academy – Phase II Interviewer  
Aspiring Leaders' Academy – Phase I Interviewer  
Middle School Principals' Steering Committee Member  
Village of Royal Palm Beach K-12 Feeder Continuum Principal Leadership Member  
Elevating and Celebrating Effective Teaching and Teachers (ECET2) Committee Member  
Superintendent's Budget Committee Member  
Budget Advisory Committee Member  
Professional Learning Advisory Council Committee Member  
Middle School Scheduling Committee Member  
West Area Assistant Principals' Planning Committee Member  
Professional Development Team Coordinator and Member*

**Past Assignments**

*Middle School Principals' Department Chair, FY15  
Palm Beach County Administrators' Association Executive Board Member, FY14-FY15  
Principal Chair – Palm Beach County Administrators' Association, FY14  
Secretary – Middle School Principals' Department, FY14  
Secretary – Middle School Principals' Department, FY11  
Instructional Innovative Team (IIT) Chairperson  
Curriculum Writer – PASS program  
Classroom Teachers Association – Former Faculty Representative and Member  
Employee Building Council – Former Faculty Representative and Member  
Educator Support Program – School Planner and Peer Support Teacher  
SECME Sponsor  
Team Leader*

**Professional Organizations**

*Palm Beach County Administrators' Association  
Delta Sigma Theta Sorority, Inc.*

**Other Related Professional Experience and Skills**

*Experienced in a variety of word processing and software packages*

***References Available Upon Request***