

## **Dana J. Jobe**

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**Objective:** To obtain a position utilizing my knowledge and experience in the field of education by making a difference in the lives of students, parents, and society.

### **Education**

Texas A&M University-Commerce, (ABD) All But Dissertation  
Supervision, Curriculum & Instruction, Reading Anticipated Graduation: May 2013

Dissertation Topic: THE INFLUENCE OF PARENTS AND TEACHERS ON THE ACADEMIC READING ACHIEVEMENT AND SELF-EFFICACY OF AFRICAN AMERICAN MALES IN GRADES 3<sup>RD</sup>, 4<sup>TH</sup>, AND 5<sup>TH</sup>

Graduate Hours In Early Childhood Education	18 Hours
Region 18- Administration Certification	In Progress ( June, 2012)
Graduate Hours in Administration	18 Hours
Texas A & M University-Commerce,	M.S. Reading, August 2009
Texas A & M University-Commerce, Elementary Education	M.Ed. 2003
Texas Certified PDAS/ILD Appraiser	Region 10, 2004
Valid Texas Teacher Certification	Elementary Education
The University Of Texas at Dallas,	B.A. Sociology 1992

### **Employment History**

**Kimberlin Academy, Garland TX August 2007-present**

#### **Title I Reading and Math Interventionist**

- Serve as a member of the campus Literacy Team, Student Service Team, and Campus Improvement
- Special Education/Literacy, Team Leader, 2009-2011
- Serve as campus RTI (Response To Intervention) Reading Liaison
- Implement Literacy Small Group Instruction
- Teach accelerated reading instruction groups based on students needs and data
- Serve as a campus leader providing feedback and input to campus reading teachers
- Implement effective scientifically based reading research during guided reading instruction analyzing data from various sources (I-Station, STAAR Benchmark Scores, TPRI, and DIBELS) to design appropriate instruction needs for students
- Coordinate, monitor, and evaluate literacy development and campus progress
- Coach/support classroom teachers in implementation of district literacy initiatives
- Ability to use leadership skills to create support systems for literacy development of teachers
- Attend district and national trainings and conferences

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- Provide instruction and develop lessons plans for dyslexia students
- Model effective reading lessons for teachers
- Present parent education program related to reading instruction and parenting skills
- Provide small group instruction in Math
- Math U See Program

**Dallas Christian College, Dallas TX**  
**University of North Texas at Dallas**

**August 2003-present**  
**August 2009-present**

**Adjunct Professor**

**Course Load: Foundations of Reading**  
**Reading in the Elementary School**  
**Assessment of Reading Instruction**  
**Reading and Writing K-8**

- Provides instruction to undergraduate students and alternative certification teachers
- Creates and delivers hands-on and inquiry based lessons based upon the TEKS
- Provides knowledge of a scientific research-based relating to education and reading
- Trains students/teachers to use various educational reading assessments and testing instruments
- Develop and assess course objectives
- Provide students with instruction that will allow them to teach reading in grades PK-12 based up Scientifically Based Reading Research and Best Practices according to pivotal and seminal reading research

**Dallas Christian College, Dallas TX**

**August 2004-August 2007**

**Director of Alternative Certification**

- Provides instruction to undergraduate students and alternative certification teachers in grades PK-12 (Observe students in over 25 School Districts in North Texas including public, private, and charter schools)
- Creates and delivers hands-on and inquiry based lessons based upon the TEKS
- Provides knowledge of a scientific research-based relating to education and reading
- Trains students/teachers to use various educational reading assessments and testing instruments
- Set goals and objectives for the education division of the college
- Advises and monitors students' degree plans and student teaching assignments
- Provides professional development for faculty, staff, and students
- Supervises and implements Dyslexia Clinic (Scottish Rite Series)
- Observes/monitors alternative certification teachers using PDAS Instrument
- Creates and monitors departments budget
- Creates and implements education and alternative certification department curriculum

**Teaching Course-Load**

- Foundations of Reading and Reading in the Elementary School
- Methods of Reading and Related Language Arts/Science and Math/Social Studies
- Discipline and Classroom Management and Curriculum and Instruction
- Literacy Instruction

**Universal, Irving, TX**

**2001-July 2004**

**Director of Reading Services/**

- Implemented Guided Reading Groups based upon test data
- Trained and Modeled lessons and instructional strategies for teachers of language arts and reading in grades PK – 12
- Assisted administrative staff with the planning and design of curriculum using data
- Provided one-on-one teacher assistance and professional feedback
- Strategic intervention methods that provide instructional support for students functioning below grade level in reading and writing
- Conducted parent-teacher conferences
- Tutored struggling readers
- Worked with teachers and administrative staff to develop, coordinate, and deliver professional staff development to teachers related to scientific-based reading research
  - Texas Primary Reading Inventory (TPRI)
  - Texas Assessment of Knowledge and Skills (TAKS) and (SDAA)
  - Guided Reading Groups
  - Differentiate Reading Instruction
  - 3-Tier Reading Model
- Provided focused, sustained training that assist teachers in meeting data-driven goals that reflect a balanced approach to reading and writing
- Provided teacher training in working with small groups and one-to-one instruction to students that demonstrative deficiencies in reading and writing
- Provided Parenting class on reading instruction, state test, and parenting skills

**Teacher**

**1999- 2002**

- Taught a Problem-Based curriculum to kindergarten and second grade students, utilizing Gifted and Talented strategies
- Individualized instruction based on learning level
- Communicated effectively with parents, students, and school staff
- Motivated and encouraged students and parents to maximize their potential
- Created inquiry based lessons using TEKS
- Assessed growth of students using formal and informal assessments/observations
- Differentiated Curriculum in all disciplines
- Provided a safe and nurturing student-centered environment for ALL students

**The University of Texas at Dallas, Richardson, TX**

**1993-1999**

**Reading One-to-One Structured Tutoring Program**

**Program Manager/Reading Tutor**

- Supervised daily operations of 10 Dallas-based schools and out-of-town sites in Texas and Washington, D.C.
- Interviewed, hired and trained site supervisors and tutors
- Updated Reading Curriculum and other program materials annually
- Implemented reading program and trained teachers and paraprofessionals
- Reading program developed using scientific-based research

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- Monitored students progress
- Observed tutors/teachers using reading program model
- Regularly analyzed data to ensure students progress and success in reading

### **Computer Skills**

- PC Knowledge
- MS Office: MS Word, Excel, and Power Point, Publisher
- Word Perfect

### **Professional Development**

- Curriculum Development
- Gifted and Talented Training
- First Grade and Second Grade Teacher Academy
- Voyager Expanded Learning Training
- Certified Professional Development Appraiser System (PDAS)
- Trainer of Trainers Texas Primary Reading Inventory (TPRI)
- Trainer of Trainers Tejas Lee
- Trainer of Trainers 3-Tier Reading Model
- Thinking Maps
- Diversity Trainer for Campus, 2010
- Math U See, 2011-2012
- Istation, 2008-2012
- STAAR Training

### **Professional Associations**

- Association of Supervision and Curriculum Development (ASCD)
- International Reading Association (IRA)
- Higher Education Collaborative (HEC) associated with The Gross/Vaughan Language Arts Center, The University of Texas at Austin, Leadership Council
- Universal Academy School Advisory Board Member
- Heal The Hate, Board Vice President
- Phi Delta Kappa, Inc, Charter Member
- Delta Sigma Theta Sorority, Inc, Scholarship Chair
- Dallas Christian College, Education Advisory Committee
- Campus Improvement Team, Garland ISD, 2007-present

### **References Available Upon Request**

