

Felicia D. Jones

To Whom It May Concern:

Please accept this letter of interest for the position of principal within the Douglas County School System. It is my belief that the instructional abilities that I possess, combined with my strong organizational skills, leadership skills, and great work ethic, would greatly benefit your educational program.

As an administrator, my roles involve facilitating and supporting the day-to-day operations of the school, including scheduling, supervising staff members, conducting classroom observations, providing feedback in TKES, conducting face-to-face conferences, providing professional development and making decisions imperative to curriculum and instruction as well as the budget. Other duties and responsibilities I have held in this role include being the student information records coordinator (Infinite Campus), builder of the school's master schedule, building safety coordinator, RTI/SST Chairperson, FTE/EIP coordinator, and discipline AP. In this leadership capacity, I assist teachers with best practices, analyzing data, review instructional plans and practices, high yield strategies, and differentiated instruction needed to enhance student achievement. As a lead testing coordinator, I was responsible for distributing assessment data to all staff for local and state assessments, which required me to assist in facilitating weekly grade level meetings and data meetings to ensure the data was being used effectively to plan for instruction. As the SST chairperson, I provided teachers with strategies and interventions for struggling students, scheduled and facilitated bi-weekly SST meetings. I am a talented self-motivated educator with 23 years of experience on the elementary, middle, and high school levels with a concentration in English/Language Arts, special education, and Educational Leadership. I possess excellent time-management skills, along with being reliable, detail-oriented and dedicated. In addition, I am a team player with excellent people skills, and according to the Strength Finder's Survey, my top five strengths are responsibility, input, command, learner, and restorative.

I look forward to your reply. Please phone me at 770-883-7191 so that we may set up a time that is convenient for you to discuss my potential contributions to your organization.

Thanking you in advance for your time and consideration.

Sincerely,
Felicia D. Jones

Felicia D. Jones
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QUALIFICATIONS

Highly-skilled, student-focused educational leader possessing a commitment to the development of students and staff. Trustworthy, organized professional with superior communications skills able to develop strong and lasting relationships with all members of the school community.

EDUCATION

1989-1993 BS degree, TV Production/minor-English, University of Southern Mississippi
2004-2005 Master's degree, Educational Leadership/Administration, Jacksonville State University

CERTIFICATION

T5 L Educational Leadership Tier II (P-12) T English (6-12)

WORK HISTORY

October 2021-current Assistant Principal - Douglas County High School - Douglas County School System

- Curriculum & Instruction
- Scheduling

July 2019-Oct. 2021 Assistant Principal – Lithia Springs High School – Douglas County School System

- 11th grade administrator
- School testing coordinator
- Staff attendance AP
- STEM Supervisor
- Supervisor of Special Education Dept.

July 2018-Dec. 2018 Assistant Principal – Yeager Middle School – Douglas County School System
Jan. 2019-June 2019 Assistant Principal – Factory Shoals Middle School – Douglas County School System

- 7th Grade Administrator/8th Grade Administrator
- SST/RTI Coordinator
- After-School Program Coordinator
- Partners in Education Liaison
- Literacy Coordinator
- Supervisor of Counseling Dept.
- Supervise and evaluate counselors using CKES rubric
- Supervise and evaluate teachers using TKES rubric
- Supervise and evaluate media specialist using GSLEI
- Responsible for school-wide discipline. Assign appropriate consequences and implement alternatives to suspensions
- Instructional liaison of curriculum and instruction

January 2018-May 2018 Connections Teacher – Stewart Middle School – Douglas County Schools

July 2016-July 2017 Instructional Coach – Heritage Academy ES – Atlanta Public Schools

June 2012-July 2016 Assistant Principal – Thomasville Heights ES – Atlanta Public Schools

Demographic Information Snapshot: School Size – 400, African American 100%, Economically Disadvantaged 100%, At-Risk 85%, SPED 30%, Free Lunch 100%

- 96% Math CAAS Take Rate 2015-2016 SY
- 95% Reading CAAS Take Rate 2015-2016 SY

- 85% of students made gains on CAAS 2015-2016 S
- 94% Daily Attendance Rate 2014-2015 & 2015-2016 SY
- Assist principal with the overall administration of the school
- Supervise and evaluate 28 teachers (PreK-5) using TKES rubric
- Responsible for school-wide discipline. Assign appropriate consequences and implement alternatives to suspensions
- Lead Test Coordinator for all local, federal, and state testing programs
- School Information Coordinator, responsible for the maintenance and accuracy of student records and school master schedule in **Infinite Campus** as well as enrollment and registration.
- Data Analyst (GMAS and CAAS: responsible for providing all teachers with start-up data, mid-year and end-of-the-year data to increase school improvement and student achievement)
- Leader of school safety and security team responsible for school cameras, bell schedule, campus radios, work orders, all safety drills and developer of school-wide safety plan
- FTE/EIP site coordinator
- GradeBook supervisor responsible for reviewing grade book usage and printing all grades for progress reports and report cards during every grading period.
- SST/RTI Coordinator (2012-2014 and Feb.-May 2016)
- Local School Council Coordinator
- Technology (IC and grade book set up for new teachers, computer lab schedules for daily and assessment usage)
- Assist with Title I SchoolWide Plan
- Develop Staff Duty Rosters (morning, lunch and dismissal)
- Weekly Newsletter (publisher, editor, author)

Jan. 2012-June 2012 Leadership Support Specialist I - Thomasville Heights ES - Atlanta Public Schools

2009-2012

Title I English Language Arts Instructional Coach - McNair MS & Freedom MS; Redan High School-DeKalb County, 9-12 grades – Oct. 2009-Jan. 2012

- Coordinate and plan trainings and staff development opportunities to improve student achievement, including onsite modeling of lessons and professional development courses
- Train staff on IDMS (Instructional Database Management System) to implement benchmark assessment software, SchoolNet, to track student achievement of standardized test as well as diagnostic tests through data analysis
- Train staff and monitor use of Teachscape and consistent use of the website
- Create master schedule for GHSGT pull-out plan for students and teachers
- Implement and monitor Educator's Toolbox Strategies
- Analyze and organize system-wide data to direct school improvement and increase student achievement
- Train and monitor the implementation of the state curriculum, America's Choice curriculum, High Yield Strategies, DOK, and tests strategies
- Provide instructional resources and supervise the preparation of reports and records appropriate to schools operations as well as train teachers on the use of benchmark assessment, printing and scanning of answer documents and reporting results
- Plan with school admin to formulate and assess school achievement plans and CSIP
- Observe teachers and provide instructional support
- Model lessons and strategies when needed
- Facilitate departmental meetings and various trainings

2004-2009

Teacher (ELA), 8th Gr., Chairperson & CRCT Academy Director -- Bear Creek Middle School-Fulton County and Woodland Middle School, 7th Gr.

2001-2004

Teacher (ELA) 7th Gr., Salem Middle School -- DeKalb County

1999-2001

Teacher, 6-8 Gr., Pascagoula Opportunity School (Alternative School) – Pascagoula, MS

Reference List

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REFERENCES

Kenja Parks
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