

LOTTIE M. WATSON, EDD

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ADMINISTRATOR | EDUCATIONAL LEADERSHIP | PROJECT MANAGEMENT

Strategic Planning | Curriculum Development | Relationship Building

A highly motivated and dedicated bilingual Educational Administrator with a passion for collaborating with students, staff, faculty and the school community to exceed all goals and ambitions. Known for building and maintaining relationships with key decision-makers while allowing teachers to excel and have the tools necessary for increasing overall student achievement. Brings success promoting a culture of collaboration and innovation by sharing decision-making process with all school stakeholders and using progressive discipline procedures and 21st-century academic criteria. Motivational and influential leader who excels at turning under-producing individuals into teams that work efficiently and exceed all expectations. Out-of-the-box thinker committed to building lasting trust among various stakeholders and establish a functional, respectful, and nurturing learning environment through transformational leadership, emotional intelligence, and communication skills.

SELECTED HIGHLIGHTS

- Exceptional academic qualifications include a Doctor of Education from Northeastern University.
- Named "Woman of the Year" by National Association of Professional Women. (2012-2013)
- Addressed and supported all efforts in reducing the Harassment, Intimidation, and Bullying reporting and incidents by 60% over the last 5 years.
- Enhanced academic performance by 75% and strengthened community connections by preparing students to actively participate in "Placement Initiatives."
- Advanced educationally stimulating programming to a diverse community by organizing, implementing, and evaluating schoolwide presentations.

CORE COMPETENCIES

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| ▪ Mentoring | ▪ Curriculum Development | ▪ Crisis Management |
| ▪ Team Building | ▪ Student Achievement | ▪ Evaluation & Assessment |
| ▪ Educational Leadership | ▪ School Improvements | ▪ Staff Training/Development |
| ▪ Workshop & Seminar Presentation | ▪ Program Management & Coordination | ▪ Research |

EDUCATION

Northeastern University, Boston, MA: 2018

Doctor of Education (magna cum laude) – Curriculum, Teaching, and Educational Leadership (GPA: 3.85)

New Jersey City University, Jersey City, NJ

Master of Arts – Urban Education and Leadership (GPA: 3.5)

George Mason University, Fairfax, VA

Bachelor of Science – Physical Education (GPA: 3.0)

- Delta Sigma Theta Sorority, Inc; Women's Basketball Rotary Club

Certifications / Additional Education:

- NJ State Certified Anti-Bullying Specialist Certificate (annual update)
- NJ Administrative Certificate of Eligibility with Principal Endorsement
- NJ Supervisors Certificate
- NJ Standard Physical Education and Health Licensure
- Certified Trainer in Project Adventure

PROFESSIONAL EXPERIENCE

TEANECK PUBLIC SCHOOLS | TEANECK, NJ | 2000 TO PRESENT

Dean of Students: 2009 – Present

Maintain student database and resolution to crisis management for data analysis and assessment. Supervise weekend academic improvement programs and student intervention and referrals programs.

- Works closely with district leaders and community partners to encourage parental involvement and strong community alliances.
- Promotes a culture of collaboration and innovation by sharing decision-making process with all school stakeholders and using progressive discipline procedures and 21st-century academic criteria.
- Plan effective strategies with school community stakeholders to direct district initiatives that examine and address culture and climate procedures.
- Revise and implement Crisis Management/Preparedness plans.
- Enhanced academic performance by 75% and strengthened community connections by preparing students to actively participate in “Placement Initiatives.”
- Intervention & Referral Services Committee member; Child Study Team Associate member
- Advanced educationally stimulating programming to a diverse community by organizing, implementing, and evaluating schoolwide presentations.
- Creates collaborative procedures that promote strong community relations with Parent/Teacher/Student Organizations, Building Quality Management Teams, District Strategic Planning Committee, District School Safety Teams, and parent-initiated organizations to improve student achievement.
- Contributes to the academic and social tone of school through the consistent demonstration of professionalism and enthusiasm of school community that upholds a commitment to educational excellence.
- Cultivates an atmosphere of mutual respect and trust among students, teachers, and the community.
- Develops action plans and establishes high expectations while upholding confidentiality by thoughtfully engaging and communicating with Child Study Team.
- Encourages a collective team approach to address school issues and goals and career development for all students.
- Successful District/Building/Community level grant writer and grant award recipient

U.S. Department of Education SCTG-LEA Project Director: 2019-2024 (Present)

Project Director serves as the primary contact designated to carry out and oversee the projects and programs being implemented. Additionally responsible for exercising proper stewardship of federal funds, complying with regulatory and programmatic requirements, demonstrating and measuring progress toward achievement of project goals and the Government Performance and Results Act (GPRA), and completing annual and progression reports to stakeholders.

- U.S. Department of Education Multi-Million Dollar Grant Award Recipient, 2019-2024 (Current) for The School Climate Transformation Grant—Local Education Agency (SCTG-LEA)

Anti-Bullying Specialist: 2011 TO PRESENT

Investigate behavioral concerns that violate the School Safety Act of 2011 (Harassment, Intimidation and Bullying or H.I.B. law). Conduct interviews and prepare legal documents to determine outcome of individual cases.

- Transformed the school climate and culture to a more proactive and preventive environment.
- Supervises efforts to reduce harassment, intimidation, and bullying reporting and incidents by 60% over the last 5 years.
- Collaborates extensively with districtwide safety teams to determine best districtwide practices.
- Designs and presents professional development seminars on best practices for classroom management that proactively addresses HIB issues and concerns.
- Promotes educational resources and relevant awareness programming for appropriate grade levels districtwide.
- Analyzes data from implemented programming for future programming opportunities, presentations and seminars.
- Represents the high school as lead spokesperson and liaison to effectively communicate to the school community on issues of HIB relevance.
- Provides professional development workshops, presentations, and seminars for faculty and staff on current trends of HIB and legal updates, in both the physical and virtual communities.

Coordinator/Supervisor of Saturday Education Program: 2009 TO PRESENT

Manage and coordinate teachers while implementing educational instruction during Saturday program. Oversee school safety procedures to ensure a secure and safe learning environment for participating students, faculty, and staff.

- Clearly communicates with and responds to parents regarding attendance and completion of the day program and updating student data (in both English and Spanish).
- Applies problem-solving and interpersonal skills to offer resolution to student discipline and parent concerns during the day program to ensure student success and student achievement (in both English and Spanish).
- Builds trust among various stakeholders to establish a functional, respectful, and nurturing learning environment.

Superintendent's Advisory Committee Member & Student Code of Conduct Review Committee Chairperson: 2018 TO PRESENT

Articulate the mission and vision of both the Superintendent's Advisory Committee and Teaneck Public Schools while revising the Student Code of Conduct Policy that align with current student population needs. This is met via: (1) use of various analysis strategies to define, determine, and rewrite district student code of conduct policy with recommendations to Superintendent's Strategic Committee and Board Members; (2) identifying and addressing policy language within the student code of conduct and recommending changes to support district level goals; and (3) using both physical and virtual community platforms to maintain optimal committee efficiency to the commitment of producing a culturally responsive and respectfully inclusive student code of conduct policy draft for approval.

ADDITIONAL CREDENTIALS	
TECHNICAL SKILLS	Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, Publisher; Photoshop; Educational technology
LANGUAGES	English, Spanish
HONORS/AWARDS	<i>As Woman of the Year</i> , National Association of Professional Women, 2012-2013 Who's Who Among American's Teachers, 2005 Community Grant Recipient, 2012 Girl Scout Troop Recognition for Influential Women, 2010
PROFESSIONAL DEVELOPMENT	Grant Writing Workshop 2011-2014 Mental Health First Aid Workshop 2018 Pedagogy for Special Education Students and Students on the Spectrum 2017-2018 Annual AntiBullying National Conference, 2011-present Published Author (Dissertation)
ORGANIZATIONS	Honorary Executive Board Member of Girl-is-Good Foundation, Inc. (Middle School Chapter); All Year Round Inc, Honorary Executive Stakeholder (Middle School Only); Special Consultant to Parent Community Concerns via NJ HIB Mandate/School Safety Law 2011 (P-12); FEMA Crisis Management Preparedness; Boys State Leadership Mentoring Program for Male Students; VIP Member of the National Association of Professional Women; Association for Middle Level Education; Association for Supervision and Curriculum; National Education Association; New Jersey Education Association; Delta Sigma Theta Sorority, Inc
VOLUNTEERISM	Middle School Mentorship for Girls, Teaneck School District; Red Cross, Big Brother/Big Sister, YMCA, Habitat for Humanity
INTERESTS	Jogging, Biking, Family Time, Traveling, Food, Shopping, Reading

Detailed Professional References Available Upon Request