

Theodore Atkins, Jr.

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OBJECTIVE: Experienced educational professional seeking the opportunity to utilize my education, training, leadership, analytical and problem-solving skills to make a significant contribution to the success of students attending a college or university.

PROFESSIONAL EXPERIENCE

Florida State College at Jacksonville

May 2019 – Present

Adjunct Instructor- Social Studies and Reading (Adult Education), Psychology and Distance Learning (Online)

- Develops and distributes a course syllabus for each class taught based upon the official course outline.
- Teaches each course assigned in accordance with the College approved course description and course outlines.
- Presents course content to students and guides student discussion and course work-study both traditional lecture and online
- Directs and assists students in laboratory, studio, field, clinic, or other experimental learning activities appropriate to the course, discipline and field.
- Prepares substitution assignments and provides substitute instruction for faculty colleagues during occasional absences, as required and as assigned, and not inconsistent with concurrent duties.
- Establishes, posts, and maintains approved office hours for professional activities and duties, which include student conferences.
- Maintains required records and reports.
- Serves on committees, task forces, and attends scheduled faculty meetings, and college convocation or graduations.
- Participates in the development and improvement of curricula and courses, and in the development and improvement of instructional methods, materials, and resources for both online and face to face classes.
- Evaluates and selects textbook and other instructional materials for the assigned courses.
- Develops and provides guidelines for attendance in the courses assigned.
- Develops and determines grades consistent with the college's grading standards in the courses assigned.
- Refer students with special needs to appropriate college resources.
- Assists in the development and implementation of the college's instructional and institutional goals.
- Maintains an active interest and knowledge of current practices that affect the discipline and field of study.
- Upholds the ethical standards and principals particular to the specific professional responsibility, and contributes toward advancement of the college.
- Participates in other college related programs, activities, and community services, and in accordance with the individual's interest and abilities.

Duval County Public Schools

November 2009 – Present

Social Studies Instructor- Sixth Grade, Aspiring Leaders Academy, Guidance Advisory Committee Member and distance learning (Online)

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful experiences for both online and face to face classes
- Implements lessons (Distance learning and face to face lessons) which are used as models for other district instructors.
- Identifies, selects, and modifies instructional resources to meet the needs of students with varying backgrounds, learning styles, and special needs in a distance learning and face to face class setting.
- Communicates effectively with students, parents, and other professionals.
- Collaborates with peers to enhance the instructional environment.
- Models professional and ethical standards when dealing with students, parents, and the community.
- Establishes and maintains cooperative relationships with students, parents, and school.
- Analyzed and reviewed goal attainment and developed plans to improve performance for online and face to face classes.
- Provided the necessary coaching, support and guidance to assist staff in achieving and improving student performance.
- Ensured staff delivered consistent, excellent service.
- Resolved internal and external customer issues and requests in an efficient and timely manner.
- Facilitated regular communication systems to ensure all staff reviewed current initiatives and school direction.
- Partnered with Westview K-8 administrative team, other teachers, parents, local business and industry representatives, and community leaders to establish school agenda and direction.
- Prepared and equipped students with social and academic strategies to maximize future success.
- Organized, implemented, co-facilitates and monitored student and community-oriented programs throughout the school year.
- **Statistical Facts:** 3/2013-FAIR Read Exam over 87.8% of students were above proficiency level 6/2013-FCAT Reading Exam 96% of students were at or above proficiency

Lead Academic Instructor (Team-Up Afterschool Program), Academic Leadership Committee

- Analyzed and implemented data-driven decisions for the effective management of the Team-Up Safety Net Program.
- Created and executed new ideas to facilitate a healthy environment for educators, parents, the community and students.
- Attended all trainings as a committee member; disseminated vital information to all staff members.
- Developed, assessed and implemented safety and discipline protocols for the Team-Up program.
- Co-facilitated and scheduled all extracurricular activities of Team-Up with other Committee members.
- **Statistical Facts:** Achieve 3000 Program (Core strategy Assessment) 50% of students were above proficiency.

Southside Middle School

November 2009- May 2010

Alternative Education Facilitator, Budget Team, FCAT Leadership Team

- Participated on the school leadership team as a RTI representative.
- Assisted in the analysis of progress monitoring assessment results and guide teachers in charting school progress during interventions.
- Assisted in making data-driven decisions about interventions and strategies that support the three tiers of RTI.
- Collaborated with members of the Budget Team in the planning of the annual school budget.
- Responsible for accurate budget build-out that adhered to district guidelines and anticipated allocations for employee salaries, benefits, and effective facilitation and management of school resources.
- Assisted in the timely submission of budget for district approval, with final results presented to faculty and staff.
- Designed and implemented a structured system of administering and monitoring the FCAT exam to all teachers and students at the school level.
- Distributed and retrieved all materials associated with the FCAT Exam process according to the statues set forth by the State of Florida.
- **Statistical Facts:** 10/2010-FAIR Read Exam over 100% of students were above proficiency level 3/2010-FCAT Reading Exam 89% of students were at or above proficiency TABE test 4/2010 95% of students presented with Reading gains and 90% of students presented with Math gains (Highest percentage of growth in the last 4 years)

EDUCATION

- **Master's Degree, Educational Leadership** - Jacksonville University – May 2010
- **Educational Specialist Degree, School Psychology** - Florida Agricultural & Mechanical University – May 2009
- **Master's Degree, School Psychology** - Florida Agricultural & Mechanical University – Apr 2008
- **Dual Bachelor Degree, Criminal Justice & Psychology** – May 2003
- **Associate in Arts Degree in Psychology** - Florida Agricultural & Mechanical University – May 2001

QUALIFICATIONS

Self-motivated professional able to set effective prioritizing and organizational skills; excellent strategic planning capabilities to achieve goals and meet operational deadlines; strong analytical and problem-solving skills

CERTIFICATIONS

- Modern Classroom Certified Trainer (Logical Operations)-May 2021
- Certified Professional Life Coach (International Coaching Federation)-January 2021
- School Psychologist Certification (Pre-K-12) FL. DOE # 1103266 - June 2026
- Social Science Certification (Grade 6-12) FL. DOE # 1103266 - June 2026
- Educational Leadership (K-12) FL. DOE # 1103266 - June 2026
- CPR and First Aid Certification - June 2016
- Advanced Youth Development (AYD) - Aug 2011

SOFTWARE APPLICATIONS

MS Office, Word, Excel, Teams, PowerPoint; various academic instructional applications including Gizmo, Compass Odyssey, and FCAT Explorer (Florida Comprehensive Assessment Test), Canvas, Khan Academy, Achieve 3000, Civics 360, Kahoot!, iCivics, FOCUS

**References Provided Upon Request*