

Janai R. Bowens, MBA M.Ed

Instructional Leader

An **adaptive instructional leader** seeking to leverage knowledge of literacy, curriculum, instruction, and equity. **Leads cross-functional collaborative teams**, professional learning, complex projects and site relationships in order to deliver desirable outcomes. Utilizes **results-driven quality processes** and procedures to ensure operational efficiency. **Engages in systems thinking** and decision-making processes to solve organizational root causes. Fosters coherence to strengthen organizational culture and climate.

CORE COMPETENCIES

- Data Analysis •Coaching •Professional Learning Communities •Culture and Climate •Professional Development •Oral and Written Communication •Relationship Building • Staff Development • Equity and Diversity

EDUCATION

Florida Atlantic University – (2021- 2022)

- Master's in Educational Leadership
- Relevant Graduate Coursework: Instructional Leadership 1 & 2, Administrative Processes, Adult Learning, Systems and Community, School Operations

Florida International University – (2016 - 2018)

- Master's in Business Administration with a Specialization in Finance- *GPA 3.6*
- Relevant Graduate Coursework: Accounting for Managers, Corporate Finance, Business Analytics and Decision Making, Organizational Behavior and Organization of Informational Systems.

University of Florida – (2008 - 2012)

- Bachelor of Arts in English – *GPA 4.0*

ACCOMPLISHMENTS

Program Management

- Devised and executed a 5 year grant for Jobs for Florida Graduates (JFG) program which provides equitable workforce development and career pathways for junior and senior high school students
- Supervises the lead instructor of Jobs for Graduates by providing curriculum support, coaching, and strategies for implementation
- Secured annual funding by developing relationships and collaborating with community partners and workforce stakeholders
- Served as program manager for 3DE at Charles W. Flanagan HS; utilizes innovative approaches to market, recruit, and establish curriculum for first cohort of students and staff members

Instructional Leadership

- Serves as School Advisory Council Chair; analyzes monthly school academic and behavioral data and communicates data findings, instructional, and operational goals to school, parent, and community stakeholders
- Devised and monitored annual school improvement goals to ensure academic growth and operational improvement; improved overall student reading proficiency by 15% as demonstrated by progress monitoring assessments during the 2021-2022 school year
- Directly supports a team of 35 instructors through instructional leadership practices (i.e. observations, modeling, quarterly feedback, data analysis, etc.) to improve classroom practices and academic outcomes

Equity and Diversity

- Administered and analyzed quarterly equity audits to assess organizational perceptions of equitable systems, organizational climate, and culture resulting in an increase of staff buy-in and productivity as measured by 4th quarter equity audit.
- Developed and implemented equity strategies to improve minority visibility and representation; Strategies included cultural visibility initiatives, prosocial academic clubs, mental health awareness initiatives, culture community partnerships and monthly awareness events
- Utilized problem solving process to determine root causes of equity gaps within organizational data resulting in a 7% increase in student achievement data

Adult Learning

- Coached and supported employees to develop professional skills and organization knowledge. Support led to talent retention by 80%
- Designed and facilitated professional development to improve skills and knowledge of stakeholders leading to organizational improvement and efficacy

PROFESSIONAL EXPERIENCE

Instructional Leader

Broward County Public Schools

April 2017- Present

- Supports staff development initiatives through data-driven trainings and customized coaching cycles to strengthen retention of professional development strategies and stakeholders; increased teacher productivity by 82% as assessed by administrative evaluations and increased learning gains within 38% growth of all end of the year tested students
- Aggregates data to identify areas of deficiencies, determine end of the year success probability, monitor trends in growth, and devise performance goals
- Serves as organization's equity and diversity liaison; improves relations of minority and marginalized groups by conducting equity audits, courageous conversations around race and access, providing culturally proficient learning opportunities to staff and monitoring schoolwide equity initiatives.
- Designs school-based anti-bias initiatives including monthly visibility events that promote knowledge of social identities positive school culture
- Develops and facilitates school-wide professional development on research-based literacy strategies and initiatives that promote cross-curricular instruction using writing, inquiry, collaboration, organization and reading strategies
- Designed and implemented a literacy instructional focus calendar that aligns Language Arts Florida Standards/ B.E.S.T standards with state-adopted instructional materials to increase reading proficiency in students
- Monitors and evaluates effectiveness of literacy initiatives through the administration of progress monitoring assessments (i.e. common formative assessments, Florida Assessment for Instruction in Reading, Growth Measure, etc.); adjusts curriculum and strategies to increase effectiveness
- Collaborates with school-based and district Multi-Tiered System of Support/ Response to Intervention Team to provide high-quality instruction and intensive support to identified students through strategic and targeted reading interventions
- Promotes organizational culture and climate by aligning strategies and initiatives to our School Improvement Plan's vision, mission, and annual goals through school-wide engagement initiatives and activities
- Serves as School Advisory Council Co-Chair and monitors school improvement initiatives; works with cross functional teams to track progress and communicate improvements to stakeholders
- Improves organizational performance by aggregating data and implementing decision-making processes to identify root causes; designs, assess and monitors implementation strategies to solve organizational issues and create improvement
- Devised and controlled site's textbook adoption expenditure through Broward County Public Schools; allocated funding to specified departments for allowable print and digital resources
- Leads cross functional communications with administrators to provide status of product adoption; sought appropriate feedback and guidance through decision making process

Curriculum Specialist

Franklin Academy MS/HS Pembroke Pines

August 2016 - October 2016

- Created a core-curriculum for interdisciplinary studies in the Math, English Language Arts, Science, Social Science and Spanish disciplines that supported grades 6-10
- Devised a Digital Convergence Project and controlled a \$100,000 budget for the adoption of instructional software and technology that will support the learning needs of 1300 students and 80 teachers; technology implementations included digital textbook licenses for all disciplines, diagnostic and remediation programs, and classroom computers and tablets for individualized instruction.
- Oversaw the adoption of research-based instructional products and resources and organized training of staff for the usage of the adoptions.
- Worked as a cross-functional team with human resource department to manage talent acquisition (recruiting and onboarding) process for new hires; trained employees on comprehensive benefits packages offered by school site.
- Managed a team of 80 teachers across all disciplines using formal and informal coaching cycles and departmental professional development opportunities on research-based practices, assisting in the development of teacher's instructional systems, routines, and strategies.
- Aggregated diagnostic, benchmark, writing assessment, and instructional software data for 1300 students in grades 6-10, to develop student performance goals; used big data to structure curriculum data chats per department, school-wide goals, and designed action plans of instructional goals.

- Built and supervised a lesson plan submission system through Google Docs that monitored submissions to ensure quality processes

Instructional Coach/ Teacher Miami-Dade County Public Schools

January 2012 - January 2016

- Headed and supported a team of 11 teachers with their instructional practices in the English Language Arts, Writing, Reading and Social Sciences disciplines using collaborative planning, coaching and professional development; assisted teachers in developing proper planning techniques, differentiated instruction and Florida standards-based instruction that led to student mastery.
- Formed departmental action plans for my supported disciplines in collaboration with school-site administrators, including growth goals and measures that were used to improve school-wide instructional performance; action plan was monitored by school site district instructional reviews
- Collaborated with school site stakeholders, including AmeriCorps City Year, to remediate organizational deficiencies, resulting in 51% proficiency growth
- Designed professional development opportunities by department that targeted instructional deficiencies as specified by observations, data, and feedback from district support staff; managed prioritization and follow-ups of the trainings and customized coaching cycles to strengthen retention of professional development strategies for struggling teachers.
- Disaggregated diagnostic, benchmark, writing assessment, and instructional software data for my team of teachers and designed student performance growth goals
- Consistently achieved $\geq 40\%$ in learning gains in students as indicated by end-of -year standardized tests (FCAT and FSA) throughout tenure of teaching.
- Developed effective RTI measures as indicated by summative and formative assessments to target remediation for non-proficient students, resulting in 60% of students achieving grade level reading mastery by the end of the 2014-2015 school year as indicated by utilized instructional software program (System 44/ Read 180).
- Utilized ongoing progress monitoring and formative feedback monitor staff success and performance goals
- Awarded the title of “Observational Instructor for Systems and Routines” by Miami-Dade County district instructional review teams during second year at school-site; actively advised, supported, and coached on literacy instruction, organizational routines, data analysis, and valid and reliable assessment measures to peer Intensive Reading teachers.

Instructional Coach

Breakthrough Collaborative Miami

Summer 2015 -2017

- Directed a group of 8 teaching fellows in the high school and college levels, all ranking in the top 10% of their secondary institutions, during the 2015 and 2016 Summer Institute which provides enrichment to approximately 150 high performing, underserved children of the Miami-Dade County Public School system
- Managed my team of teachers through cyclical coaching cycles and individualized professional development that targeted instructional weaknesses amongst teaching fellows resulting in teacher performance improvement as evaluated by weekly observational rubrics.
- Delivered curriculum, classroom management and active learning strategy training to teachers of all South Florida Breakthrough Collaborative sites for grades 5-8 in the English Language Arts discipline during pre-service weeks.

CERTIFICATIONS AND PROGRAMS

P.R.O.P.E.L- Principal Rapid Orientation and Preparation in Educational Leadership Program

An accelerated master’s level program that is a partnership with Florida Atlantic University for aspiring leaders

FLDOE Professional Educator’s Certificate (License Number 1195210)

Validity Period: July 1, 2015- June 30, 2025

Subject Area: English Grades 6-12, ESOL, Reading Endorsement

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: Teams, Word, PowerPoint, Outlook, and Excel

Operates Mac IOS systems and Windows systems

Proficient in Google Suite: Google Docs, Google Slides, Google Forms, Google Hangouts

Proficient in Canvas Learning Management Platform