

Robyn Lee-Diaz

Cell: (630)788-7222

97 North Laverne Avenue

Hillside, Illinois 60162

roblyndonee01@yahoo.com

Instructional Leader

Dedicated to Student Achievement and Academic Excellence

Passionate instructional leader with proven abilities to implement and monitor policies that foster an environment conducive to teaching and learning; skilled in mentoring educators in the creation of curricula and student assessment in conjunction with common core and NGSS standards; has outstanding communication skills; active leader, who effectively collaborates with all levels of staff members, students, parents and stake holders

- Differentiated Instruction
- ESL Instructor
- Certified Online Instructor
- Problem Based Learning
- Curriculum Development
- Grant Writing
- SAT/ACT Prep
- Microsoft Office
- Blackboard
- Banner

EDUCATION & CERTIFICATIONS

Doctor of Philosophy, Major: Reading, Language and Literacy – Concordia University, River Forest, IL (pending)

Master of Arts, Major: English Studies – Elmhurst College, Elmhurst, IL

Master of Arts, Major: Educational Leadership – Concordia University, River Forest, IL
General Administrative Certification Type 75

Master of Arts, Major: School Counseling – Roosevelt University, Chicago, IL
School Counseling Certification Type 73

Bachelor of Arts, Major: English – Aurora University, Aurora, IL
Standard Secondary Education Certification Type 09

NCLB Highly Qualified Subject Areas: English (Grades 9-12), Journalism (Grades 9-12), Language Arts (Grades 1-8), Speech (Grades 9-12), Title I, Remedial Reading, Reading

LEADERSHIP EXPERIENCE

- Lead effective strategic planning enabling STEM Partnerships to be created statewide
- Create balanced literacy program to foster cross curricular instruction
- Research contemporary trends in STEM Education to drive instructional approaches and best practices in STEM education
- Create collaborative culture that promotes high student achievement and professional development for teachers
- Work in collaboration with Golden Apple Program to promote STEM offerings for pre-service teachers
- Deliver professional development on content and pedagogy to in-service and pre-service teachers statewide
- Provide input on budget planning and fiscal responsibility
- Increase access to programming for students who are historically underrepresented or under-resourced in mathematics and science for all areas of the state
- Collaborate with team to write grants

- Plan and deliver county-wide professional development day for Kane and DuPage Counties
- Conduct research and annual program evaluations
- Provide on-site coaching and technical assistance to various school partners
- Network and communicate effectively with various levels of school district leaders
- Research and analyze legislation, school policy and scholarly publications to create Problem Based Learning strategies to foster learning and school improvement
- Sales and Marketing

PROFESSIONAL EXPERIENCE

Illinois Math and Science Academy

July 2014 - Present

SEI Partnership Manager – Aurora, IL

Actively partner with schools statewide to promote continued excellence in STEM education; Assist in setting up statewide professional development for Illinois teachers; evaluate teachers; proofread curricula; assist in grant writing and budgetary issues.

SAT Coordinator

Create balanced literacy curriculum which foster student success by preparing them to excel on high stakes assessment.

- Train student teachers to deliver curriculum
- Host weekly meetings to evaluate student/teacher success
- Annual program evaluation

Proviso Township High School – Maywood, IL

Aug 2009 – May 2012

English Instructor/Team Leader

Actively created lesson plans for English III that aligned with the common core and ACT college readiness standards; Differentiated instruction and monitored lessons for RTI compliance; facilitated weekly meetings and common lesson planning for English III instructors; created benchmarks, assessments, and re teaching strategies; assisted department chair as needed.

ACT Coordinator

Responsibilities included all duties as assigned by the building assistant principal as it relates to ACT preparation and Saturday building supervision

- Supervised teachers to ensure that students achieved maximum potential as it relates to ACT test taking strategies
- Responsible for the discipline of approximately 100 students
- Maintain contact with parents and guardians
- Oversaw attendance and tardy policies
- Supervised students in cafeteria and common areas during passing periods, scheduled breaks and lunch time

Principal Intern

Participated in yearlong internship and was directly supervised by the then principal. Worked collaboratively with leadership to create a SIPPA and planned for the review of curriculum and achievement data to assure the curriculum met identified student needs and aligned with state standards. In addition, reviewed, evaluated, and revised necessary instructional programs on the basis of data analysis and principles of effective instruction. Implemented change that was data driven and research based as it related to best practices driven by building consensus to improve student learning. Actively worked and participated in instructional leadership and administrative duties

- Supervision of the scheduling of students into appropriate classes
- RTI compliance
- Teacher evaluation
- Supervise curriculum writing and development
- Integration of instructional technology into the academic program
- Maintain a working knowledge of educational law with emphasis on student discipline and discipline as it relates to special education students

Chicago Public Schools

October 2005 – June 2009

English Teacher – Chicago, IL

Worked collaboratively with reading department to create lessons that incorporated English and reading skills; taught 9th & 10th grades; designed and presented lesson plans in various genres of literature based on Illinois State and ACT college readiness standards; maintained attendance records, communicated with parents and administration, participated in professional development & staff meetings

TEACHING EXPERIENCE

City Colleges of Chicago (Daley College) – Chicago, IL

2012 - Present

Adjunct English Professor

Waubensee Community College – Aurora, IL

Adjunct English Professor

Triton Community College – River Grove, IL

Adjunct English Professor

Instruct students on developing writing skills needed for effective communication in an academic or professional setting. Students transition from paragraph to composition development. In addition, focus is placed on the development of descriptive, narrative, process and analysis essays based on topics from selected readings, discussion and personal experience.

ORGANIZATIONS

- National Council of Teachers of English, 2015-Present
- National Science Teachers Association, 2014-Present
- Community Leaders, 2014-Present
- American Federation of Teachers, 2005-Present

PUBLICATIONS

- Darwish, Aziza and Lee-Diaz, Robyn. "Field Trip Partnerships: Student-to-Student Mentoring." Edutopia. Web. 20 October 2014.
- www.loyolachicagotps.com/lee.diaz_civil_rights.pdf.

References Available Upon request