

Stephanie Torrez Square

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EDUCATION

2011 – 2013	RICE UNIVERSITY, JONES GRADUATE SCHOOL OF BUSINESS Master of Business Administration (MBA) degree, May 2013 Finance Club, Hispanic Business Student Association Officer, Rice Education Entrepreneurship Program, Rice Educational Leadership Club, Net Impact Club, National Society of Hispanic MBAs (NSHMBA)	HOUSTON, TX
2004 – 2007	TEXAS SOUTHERN UNIVERSITY <i>magna cum laude</i> Bachelor of Business Administration (BBA) degree, concentration in Accounting May 2007 Distinguished Honor Roll	HOUSTON, TX

EXPERIENCE

2007-Current	Houston Independent School District – Assistant Principal, North Forest High School and Stephen F. Austin High School (2014-current) <ul style="list-style-type: none">• Develop and execute plan to link student Khan Academy and College Board accounts to support student performance on SAT. Currently, Austin has largest percentage of linked student accounts.• Strengthen instructional opportunities for Algebra I teachers through effective PLC's resulting in Level 3 performance increase from 7%-10% and an increase in average scale score from 3767 to 3846 for first timers• Facilitate professional development for staff in areas such as Data Protocols, Equity for All Students, and team-building exercises in order to strengthen instructional opportunities for teachers• Develop and implement intervention plans for re-testers, such as Saturday EOC Camp and Spring Break Camp, resulting in a 17% increase in Algebra I EOC Level 2 performance for re-testers during the Spring administration• Served as dual credit liaison. In conjunction with district, implement and develop changes to dual credit programming to align with school offerings and better meet the needs of students• Develop and implement academic intervention plan for students in order to increase graduation rate• Developed strong relationship with Houston Community College and Positive Coaching Alliance to provide opportunities for students• Serve as campus testing coordinator, facilitating the administration of all state-mandated exams• Facilitate PLC's, with a focus on support for new teachers, for all core content areas• Develop and facilitate professional development for teachers to prepare for observation and data conferences, and improve teaching practice• Assist principal in developing and implementing school's strategic marketing plan, including mission, vision and position statement• Assist the principal in selecting, evaluating and developing a high quality school staff• Strengthen relationship with outside organizations, such as Positive Coaching Alliance• Supervise extra-curricular activities, create budgets, schedules, and perform other administrative duties as necessary	HOUSTON, TX
	Teacher Specialist, Wheatley High School & North Forest High School (2012- 2014) <ul style="list-style-type: none">• Responsible for managing/facilitating all core content department meetings• Coach, mentor, and model lessons for new teachers, including real time coaching/modeling.• Serve as campus testing coordinator for all college access, state, and district assessments• Audit current testing processes and identify areas for improvement, develop and implement changes for improvement• Created custom instructional planning tools to aid teachers in long term lesson planning, such as new lesson design template, planning calendars, testing timelines, note taking and interactive notebooks• Manage school website, email account and social media accounts• Math TAKS and Algebra I intervention tutor• Create and/or approve all core content teacher created assessments	

Department Chair, Talent Acquisition Fellow, Jack Yates Senior High School (2007-2012)

- Led and managed department meetings, resulting in department with highest growth
- Voted “Teacher of the Year” by peers in 2011
- Served as a Bill and Melinda Gates Recruitment Fellow to aid district in new application review, sample lesson evaluation and structured mindset interview.
- Served as leadership advisor to develop organizational strategic improvement plan, and to set annual goals
- Developed and managed department wikispace to facilitate team based lesson planning
- Designed and facilitated on site and webinar based professional development lessons for secondary math and science teachers across district to share best practices, research based strategies and relay new information

Algebra I Teacher, Varsity Soccer Coach (2007-2012)

- Designed and implemented an individual data tracking tool for students so teachers could customize intervention strategies for each individual student
- Analyzed data using multiple measures, developed and implemented strategic plan to get school out of AYP
- Established a learning environment that was conducive to learning and promoted self-discipline for high school students

VOLUNTEER EXPERIENCE

2012 – 2013	Program Capstone – Positive Coaching Alliance	HOUSTON, TX
	<ul style="list-style-type: none">• Participated in a rigorous team based case study competition offering consulting services to non-profit organizations.• Conducted marketing and competitive research to develop organization’s current state assessment• Developed strategy recommendations, including assumptions and analyses that formed basis for prioritization of each option.• Helped community organization in need of a business plan solve critical strategic challenges, such as major growth or expansion plans, organization turnaround strategies, and new ventures by the organization in need of a business plan.• Develop detailed work implementation plans, including value proposition and organization change management plans.• Won highest composite score among all other MBA teams, two of which were assigned same non-profit agency – Positive Coaching Alliance. Earned “Owl Award” for providing best consulting services to organization	
2004 – 2008	Voluntary Income Tax Assistance	HOUSTON, TX
	<ul style="list-style-type: none">• Trained and certified by IRS to volunteer with nonprofit institutions to provide free income tax preparation assistance to low income, elderly, disabled and limited English speaking people during filing season	

ADDITIONAL INFORMATION

Languages: Fluent in English and Spanish

Certifications: Texas Math 8-12 Standard Teaching Certificate, Principal EC-12 Standard Certificate

Skills: Excel Tracking, Data Analysis, Website Development & Management, Professional Development Facilitator

Roles: Lead Teacher, Department Chair, Small Learning Communities Coordinator, Campus Testing Coordinator, Formative Assessment Coordinator, Dual Credit Coordinator

Professional Development: Small Learning Communities, Advancement via Individual Determination (AVID), Kilgo, RUSMP, Haberman Interview Process, Harvard EdLabs, Teach Like a Champion Techniques, Kagan Strategies, Data Conferences, EdPlan, Rice Education Entrepreneurship Program (REEP)

REFERENCES

- **Justin Fuentes** ◦ Principal, Ross Sterling High School ◦ (713) 991-0510 ◦ JFUENTES@houstonisd.org
- **Steve Guerrero** ◦ Principal, Austin High School ◦ (832) 466-9070 ◦ SGUERRE4@houstonisd.org
- **Hilarion Martinez** ◦ School Support Officer, Houston ISD ◦ (713) 556-6122 ◦ HMARTIN2@houstonisd.org
- **Noelia Longoria** ◦ Asst. Supt. of School Choice, Houston ISD ◦ (832) 452-0676 ◦ NLONGORI@houstonisd.org