

Mallory Kirby

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Profile

Dedicated, enthusiastic, responsible leader committed to collaborating with the school community in order to increase student achievement. Experienced and student focused instructional leader possessing a commitment to the development of students and staff, and providing a stimulating, safe, and motivating learning environment. Reliable and self-motivated individual who demonstrates strong organizational and problem solving skills.

Skills Summary

- | | | |
|---|---------------------------|--------------------------------------|
| ♦ Administrative Organization | ♦ Maintenance and Safety | ♦ Student Discipline |
| ♦ Teacher Appraisal (PDAS) | ♦ Behavioral Intervention | ♦ Public Relations (PTO) |
| ♦ Staff Development | ♦ 504 Campus Coordinator | ♦ Professional Learning Communities |
| ♦ Master Schedule | ♦ Fundraising | ♦ Textbook management & distribution |
| ♦ Tracking & Management of student attendance | | |

Experience

May 2017 – Present

Keenan Elementary

Principal

- ♦ Opened up newest elementary campus in MISD
- ♦ Built a cohesive staff from 4 different elementary schools
- ♦ Built new relationships with parents and students

August 2007 – May 2017

Montgomery Intermediate

Principal/Assistant Principal

- ♦ Worked collaboratively with staff to create a strong working environment
- ♦ Planned and organized master schedule to accommodate learning communities
- ♦ Serve as the “chief” student disciplinarian
- ♦ Organized all assessments for student evaluation
- ♦ Attended conferences with students, parents, and teachers; consult with counselor, psychologist and nurses to assess needs and challenges of correcting student behavior at school.
- ♦ Managed student discipline
- ♦ Encouraged and supported teachers and students to use various instructional technology tools for learning

August 2004 – August 2007

Montgomery Intermediate

4th Grade Teacher

- ♦ Served on Campus Advisory Team
- ♦ Classroom mentor teacher
- ♦ Volunteer liaison between teachers & PTO

August 2002-August 2004

Rock Prairie Elementary

4th Grade Teacher

- ♦ Administrative Internship
- ♦ Rock Prairie Curriculum Council
- ♦ Lincoln Center Advisory Board
- ♦ Freshman Cheerleading sponsor
- ♦ Member of the writing District Content Area Leadership Team (CALT)
- ♦ Trained in 7 Habits of Highly Effective People—Franklin Covey

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August 1999 – August 2002

Buckalew Elementary

3rd Grade Teacher

- ◆ Trainer for Six Traits of Writing
- ◆ Field Trip Coordinator
- ◆ Social Committee Chairman

Education

TEXAS A&M UNIVERSITY—COLLEGE STATION, TEXAS

MASTERS OF SCIENCE IN EDUCATION ADMINISTRATION

SAM HOUSTON STATE UNIVERSITY – HUNTSVILLE, TEXAS

BACHELOR OF SCIENCE IN INTERDISCIPLINARY STUDIES

Community Involvement

Montgomery County Fair Association

Grace Lutheran School

Honors

National Blue Ribbon School recipient