

# AXINIA EDITH ZEPEDA

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## Education

August 2020-Present Houston Baptist University- Graduate Program Houston, TX ▪ Pursuing a Doctoral degree of Education in Executive Educational Leadership

August 2012-August 2014 Houston Baptist University- Graduate Program Houston, TX ▪ Acquired Masters of Education in Educational Administration

- Acquired Principal Certification (April 23, 2015)
- Selected as *Outstanding Graduate Educational Administration Finalist*- 2012-13
- Selected to join Kappa Delta Pi- National Education Honor Society- Fall 2013

June 2009 University of St. Thomas Houston, TX ▪ Acquired Instructional Leadership Development Certificate (ILD) and Professional Development Appraisal System Certificate (PDAS) with their Summer Workshop Semester

August 2000-June 2006 University of Houston- Downtown Houston, TX ▪ Urban Education Major EC-4  
▪ Minor in Psychology

HISD- High School for Law Enforcement and Criminal Justice, Clifton Middle School & River Oaks Elementary

## Experience

**June 2018- Present HISD: Durham Elementary IB World School Houston, TX Assistant Principal**

- Assist in creating/implementing School Improvement Plan
- Serve as an Appraiser – TTESS & NTAS-Assists the principal in evaluation and development of staff
- Supervise/Mentor Graduate Students seeking Administrative/Principal Certifications
- Serve as the Testing coordinator
- Serve as Title I Coordinator – Maintain Title I Bin for compliance/funding; organize Involvement Opportunities
- Participate as the Dual Language Coordinator – Promote biliteracy and biculturalism for all students
- Serve as the Magnet Coordinator – Program- IB- Promote IB program and recruited students
- Function as the Campus Behavior Coordinator – Handle discipline referrals; Counsel, mentors, and refocuses students and teachers through modeling Conscious Discipline
- Lead over 50 faculty and staff members in creating a positive learning environment for over 600 students PK-5<sup>th</sup>
- Serve as the Grade Placement Committee Administrator
- Assist the principal in selecting, hiring, and mentoring a high-quality school staff using Applitrack and TRACS
- Assist in collaborating/leading/facilitating PLC's and IAT meetings with teachers and leadership members.
- Assist the principal in communicating, collaborating, and building strong relationships with key stakeholders including: Teachers and Staff, Students, Parents, Community and business partners, and other members of the school and district community
- Assist in updating School Social Media (Twitter, Living Tree, Facebook, School Website)
- Conduct on-line, telephone, and face-to-face conferences with parents, students, and teachers
- Send weekly newsletter to communicate campus updates to staff

**June 2017- June 2018 HISD: Fonwood Early Childhood Center Houston, TX Administrator- Teacher Specialist PK3 & PK4**

- Served as an Appraiser for Teachers & Non- Instructional Staff; Provided Resources to teachers
- Served as the LPAC Coordinator
- Served as the Title I Coordinator
- Served as the Campus Behavior Coordinator – Handled discipline referrals/Used Conscious Discipline
- Served as the campus Testing Coordinator- Frog Street Press ESGI Assessment tool for PK
- Updated Parent Newsletter to families
- Assisted with planning and implementing Professional Development for the campus
- Counseled, mentored, and refocused students and teachers through modeling Conscious Discipline
- Lead/Facilitated PLC's for teachers to review Curriculum and Data

**August 2013- June 2017 HISD: James Berry Elementary Houston, TX Administrator- Teacher Specialist**

- Assisted in creating/implementing School Improvement Plan
- Spearheaded planning and implementing Professional Development for the campus
- Served as an Appraiser/Coach- Provided feedback and resources for teachers and non-instructional staff
- Served as the Testing coordinator- TELPAS and STAAR; District Testing: HFWE
- Served as the Title I Coordinator -Facilitated Parent Involvement opportunities for our campus
- Participated as the Special Education Coordinator- IAT Committee Chair
- Functioned as the Campus Behavior Coordinator – Handle discipline referrals
- Coordinated the Interview Committee- Pre-Screened applicants on AppliTrack & developed Interview questions
- Organized the Grade Placement Committee as the Administrator of the committee
- Coordinated and fulfilled a seat as an SDMC Member
- Coordinated University Student Interns
- Updated and maintained the Berry Teacher/Staff Handbook
- Served as the Campus Administrator: iStation, REACH Dashboard, PK CIRCLE Assessment tool
- Revamped and sent the Berry Weekly Agenda to principal and to staff.
- Maintained and Updated Parent Newsletter to families
- Maintained updated School Social Media (Twitter)
- Conducted on-line, telephone, and face-to-face conferences with parents, students and teachers.
- Collaborated and consulted with the central office departments (Early Childhood Department), external organizations (HCDE), the district offices school administrators and teachers to coordinate the implementation of instructional activities.

**August 2006- July 2013 HISD: Farias Early Childhood Center Houston, TX Pre-K Teacher**

- Served as a Highly Effective teacher for 7 years
- Served as a Campus and Team Leader
- Selected as the campus Teacher of the Year in 2009

**Professional Organizations/Cohorts**

Conscious Discipline- Facilitator/Helper- 2014-Present  
HCDE Winter Conference Committee 2013-Present  
HISD- Principal Candidate Development Opportunity (PCDO)- 2019-2020  
HISD- Assistant Principal – 1<sup>st</sup> Year Cohort- 2018-2019  
HISD- Assistant Principal Candidate Development Opportunity (APCDO)- 2015-2016  
HISD- North Area Aspiring Principals (NAAPA) 2016-2017  
HISD- Assistant Principal Candidate Development Opportunity (Spring 2017)  
Kappa Delta Pi- Houston Baptist University- Fall 2013

**Certifications**

Principal Certification (EC-12)  
EC-4 Generalist Teacher  
TTESS Certified

**References**

**Ali Oliver**

Vice President of Professional Dev.  
Frog Street Press  
Previous Supervisor  
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**Maria Solis Nevarez**

Principal- Farias ECC  
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