

# Tina L. Allen

## **CURRENT POSITION**

University Supervisor  
Department of Curriculum & Instruction  
College of Education and Human Development  
University of Louisiana at Monroe  
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E-Mail: tallen@ulm.edu

## **EDUCATION**

NORTHWESTERN STATE UNIVERSITY, Natchitoches, LA  
*Ed.S. Educational Leadership and Instruction, May 2004*

LOUISIANA TECH UNIVERSITY, Ruston, LA  
*Master of Business Administration, February 1997*

LOUISIANA TECH UNIVERSITY, Ruston, LA  
*Bachelor of Science, Business Education, November 1991*

## **PROFESSIONAL EXPERIENCE**

### **Independent Consultant, JBHM Education Group, 2007-2008**

- Conduct Scholastic Audits on low performing schools for the Louisiana Department of Education. Responsibilities include observe/interview teachers, interview administrators, staff, students, parents, and central office personnel; review school documentation; determine areas needing assistance and make recommendations for improvement.
- Serve as the ACT\*Up support consultant for north Louisiana. Responsibilities include working with teachers who are using the ACT\*Up curriculum from JBHM and assisting them in implementing the curriculum in the classroom.
- Developed and presented a Principal Leadership Professional Development for Louisiana school principals.

### **School Improvement Coordinator, RESC VIII, Louisiana Department of Education, 2005 – 2006**

- Served as a resource for all Local Education Agencies regarding all areas of education, including new policies/procedures, etc.
- Planned, conducted, and evaluated staff development and in-service training on a variety of topics as requested by local schools.
- Provided educational programming, professional development, and technical assistance for the local school districts in the areas of school improvement planning, the Louisiana Accountability System, grants, instructional strategies, and other issues as requested.
- Assisted schools and districts in the school improvement process (collection and analysis of data, development of school improvement plans, and implementation strategies to improve student achievement).

## **K-12 TEACHING EXPERIENCE**

2008, Ouachita Parish High School  
2006-2007, Ruston High School  
1997-2005, Downsville High School  
1992, Farmerville High School

- Subjects taught included: Computer Literacy, Accounting, Introduction to Business, Record Keeping, Financial Math, Business English, Business Computer Applications, Desktop Publishing, Publications, English II, Biology, Music Appreciation, 8<sup>th</sup> grade LEAP remediation, 9<sup>th</sup> grade IOWA tutoring, GEE math tutoring

- Served on District Assistance Team to evaluate and suggest improvement actions for schools in our district
- Served on School Improvement Team and participated in writing yearly School Improvement Plan
- Managed school computer lab and assisted technology coordinator in troubleshooting and maintaining all computer equipment

## **CERTIFICATIONS**

- LA Teaching Certificate #B088607
  - Business
  - Computer Literacy
  - Supervision of Student Teachers
- SIM (Strategic Instruction Model) Certified Professional Developer

## **CONFERENCE & WORKSHOP PRESENTATION**

“Lessons from the Oysters: How Successful Teachers use Strategies to Support Student Learning.” Presented session at Louisiana Leads, 2005, New Orleans, LA.

“Creating your own digital yearbook.” Presented session at Louisiana Association of Computer Using Educators Conference, Alexandria, LA (November 2004).

“Requirements of the 2003-2004 School Improvement Plan.” Inservice at Downsville High School (August 2003).

“Microsoft Office XP for teachers.” Professional development workshop at Downsville High School (2004).

“Using Blackboard in the Business Classroom.” Presented session at Louisiana Association of Computer Using Educators Conference, Alexandria, LA (November 2003).

“Update on Business Education in Louisiana.” Presented session at Union Parish Inservice, Farmerville, LA (May 2003).

“Web Quests: What are they?” Presented session at Louisiana Association of Computer Using Educators Conference, Alexandria, LA (November 2002).

“Web Quests: What are they?” Presented hands-on workshop at Louisiana Association of Computer Using Educators Conference, Alexandria, LA (November 2002).

## **PROFESSIONAL MEMBERSHIPS**

Delta Kappa Gamma

Louisiana Association of Business Educators, Executive Board Member

A+PEL, University Advisor