

Brenda Waters

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*** EDUCATION ***

Masters' Candidate, Counseling, *Webster University*, St. Louis, MO
Bachelor of Science, Social Sciences, *St. Thomas Aquinas College*, Sparkill, NY
Continuing Education Courses, Child Care, *Palo Alto College*, San Antonio, TX
Attended University of Texas Permian Basin/Masters Ed. /Counseling Program

*** HIGHLIGHTS OF EXPERIENCE ***

- Associate Head Start Director, oversight of the daily operations of 10 Head Start child development centers which served 934 children and families over four Texas counties.
- Program Manager for the implementation Home Instruction Program for Parent of Preschool Youngsters (HIPPY) in the Permian Basin region of Texas as a community partnership.
 - Direct supervisor of 12 administrators and oversight of 200+ employees, 10 facilities.
 - School Ages Services teacher at the United States Military Academy, West Point
- Program Manager responsible for the development and implementation of STEAM (Science, Technology, Engineering, Art and Math) focused activities for Head Start as a community partnership.
- Disability Mental Health Specialist responsible for identifying atypical behavior in children as guided by the IDEA Act, through classroom observations, analyzing assessment data, multi-disciplinary team meetings, parent input and IDEA Act policy.
- Education Center Coordinator responsible for complete operation and compliance with TDFPS Minimum Standards for child-Care Centers and Head Start Performance Standards.
- Trainer/presenter for National Head Start Association Parent Conference held in Virginia Beach, Virginia

*** SPECIAL RECOGNITIONS ***

- Selected for Director of Head Start Agency
- Honored Texas School Readiness, *TEEMS*
- Selected as National Facilitator for Head Start
- Operated a National Accredited Head Start Center

*** PROFESSIONAL EXPERIENCE ***

Youth Empowerment Services Inc. San Antonio, TX

Nov.2016 until Present

HCMS/Training Director Oct.2020-Present responsible for creating personalized 3-day professional development for over 100 Head Start educators in Odessa Texas. Team lead for professional development and classroom observations with actionable feedback throughout the 2021-2022 program year for the Head Start program. Team lead for HCMS where we create and prepare Intensive Educator preparation training for new and veteran teachers. Support our partner districts in their preparation in sustaining the 10 components of HCMS, Induction and mentoring for the educators at their district.

Human Capital Management Specialist Nov.2016-Oct.2018 responsible for working with five Charter district partners in becoming more effective leaders and educators. Support with

development of 10 components of their Human Capital Management System. Trained in developing Induction and mentoring programs.

HCMS & Equity Pipeline Director Oct.2018-Present- Responsible for the recruitment and training for new and veteran teachers for our 5-partner districts. Prepare and develop training sessions for no less than 50 Equity Pipeline participants annually. Ensure survey are conducted on each training event. Analyze survey data to ensure continual improvement of the program each year. Lead HCMS and Equity Pipeline team members in reaching our goals and mission for the department. Train staff and give actionable feedback that promotes their growth in the agency. Attend Board meetings and budget meeting. Works closely with the CEO and other department leaders to ensure agency's fiduciary responsibilities are carried out with fidelity.

Parent Child Inc. San Antonio, TX

Oct.2015- Nov.2016

Disability Mental Health Specialist responsible for identifying atypical behavior in children through classroom observations, analyzing assessment data, multi-disciplinary team meetings and parent input. Understands the IDEA Act and implements its policy and procedure when referring children and families for evaluation and possible receipt of Special Education services. Attend ARD (Admittance, Review or Dismissal) meetings as scheduled by the Local Education Agency. Responsible for scheduling and notification to parents of ARD meetings held by George Gervin Academy (Charter School) with whom we have a formal collaboration agreement. Oversight of approval for outside agency to access the Head Start centers to provide services to children. Works closely with the agency contracted Mental Health consultant referring children for observation, setting up parent conferences while ensuring respect and confidentiality is maintained at all times. Participates in Federal Review interviews explaining agency policy and procedure for the content area. Responsible for ensuring the agency meet the Federal requirement of having 10% of our funded enrollment as children in need of Special Services. Train staff on the IDEA Act. Provide mental health resources to our families and staff via Parent Gazette articles, training, consultants and community resources.

George Gervin Academy, San Antonio, TX

Nov. 2014- Oct.2015

STEAM Specialist develops STEAM (Science, Technology, Engineering, Art and Math) activities for Head Start. Works closely with local Head Start program conducting STEAM activities in their classrooms. Supports and mentor teachers, in their attempt to implement STEAM activities in the Head Start classroom. Prepare and present STEAM training to pre-k teachers at George Gervin Academy. Created resource book for teachers as well as assisted in training Head Start staff in implementation of STEAM activities.

Basin, Inc. Greater Opportunities of the Permian Odessa, TX September 2013-August 2014

Associate Head Start Director with proven skills in overseeing the daily operations of 10 Head Start child development centers which served 934 children and families over four counties. Actively engages in the monitoring of centers for compliance with local, state and federal regulations. Responsible for updating and implementation of the agencies professional development plan. Assists with interviewing, hiring and orientation of new staff. Ensures all child assessments are completed and analyze data to develop benchmarks. Constantly stays abreast with best practices and trends in early childhood development. Attends and reports monthly during the governing Board of Directors meeting, current and accurate data related to the operation and monitoring of the Head Start centers. Manage and operate fiscal controls as well as grant writing/ special projects. Physical plant management of 10 facilities. Evaluates and supervise staff which included 12 direct and 200+ employees. Responsible for hiring, onboarding as

well as disciplinary matters and recommendations for dismissal. Has experience in opening new centers as well relocation of centers.

Greater Opportunities of the Permian Basin, Inc. Odessa, TX **2009-2013**

ERSEA Manager/Site Manager Supervisor with progressive career managing and teaching in early childhood education. Proven success managing the daily operations of an education center, supervising staff, and ensuring a safe and nurturing learning environment. Proven ability to interpret and implement standards and guidelines according to Agency policies and Head Start Performance Standards. Decision maker with ability to handle crisis and solve problems in a fast paced environment. Also has proven coaching and mentoring abilities through education and training. Ensures eligibility, recruitment, selection, enrollment and attendance are conducted according to the federal guidelines and laws.

HIPPY Program Manager- Assisted CEO with writing the implementation plan for the new program in the Permian Basin. Recruited families and staff for program start up in June of 2012. Served as program Coordinator from April 2012- Sept.2012. HIPPY is a Home Instruction Program for Parent of Preschool Youngsters. Currently working on Periodic Expense Report for HIPPY grant reimbursement, Amended 2012-2013 HIPPY budget and 2013-2014 HIPPY budget.

PARENT/CHILD INCORPORATED, San Antonio, TX **2001 – 2009**
Education Center Coordinator (August 2004 – 2009)

Oversee the supervision of 26 assigned personnel, including work allocation, training, and problem resolution. Evaluate ongoing performance of center staff and make recommendations for personnel action. Order, maintain, and distribute supplies and materials. Monitor and maintain child and staff attendance.

- ◆ Administer the facility's daily operation in compliance with the TDFPS Minimum Standards for child-Care Centers and Head Start Performance Standards.
- ◆ Provide training and guidance to all staff to ensure knowledge and understanding and implementation of all funding and regulatory standards and guidelines.
- ◆ Conduct conferences about children with parent, teachers, and staff.
- ◆ Facilitate Parent Committee meetings to provide guidance, support, and technical assistance.
- ◆ Review lesson plans, child development checklist, home visits, in-kinds, and children's education portfolio.
- ◆ Reply to all non-compliance's and submit to Area Head Start Center Coordinator

Education Center Coordinator Assistant (August 2002 – August 2004)

Assumed Education Center Coordinator (ECC) essential functions in the absence of the ECC and responsible for the management of the Center. Reviewed all source documents. Honor the Code of Conduct; uphold confidentiality of information.

- ◆ Worked closely with staff and parents in preparation for children's activities and agency events.
- ◆ Maintained child/staff ratio at all times and follow shift change procedures and arrival/departure activity plans.
- ◆ Trained and experienced identifying and reporting child abuse.

B.A. Degreed Teacher (September 2001 – August 2002)

Implemented daily education programs, utilizing selected curriculum and following the guidance of the Head Start Program Performance Standards and TDFPS Minimum Standards for Child Care Centers.

- ◆ Developed and implemented written lesson plans and activities utilizing established classroom curriculum.
- ◆ Trained and oriented assistant on the plan and materials to implement the curriculum.
- ◆ Conducted home visits and parent conferences as scheduled.
- ◆ Administered all screenings and assessments for each child.

TRAINING AND CERTIFICATION

Directors Certificate
Child Development Associate (C.D.A.)
CPR and First Aide Certifications
Certified CLASS Reliable (June 2010)
Affiliate Pre-k CLASS Trainer (Teachstone 10-21-10)
Understanding the CLASS Framework (BAH-Texas, UCF, 11-9-11)
ERSEA Level II: Implementing the System- May 2010- HS University
Plans and Procedures: It's Time to Simplify- T&TAS- March 2010
Family Engagement Specialist- HS University- May 29, 2012
ERSEA Credentialed Professional- HS University- Feb. 2011-Feb. 2014

TECHNICAL SKILLS

Microsoft Office: Word, Access, Excel, Power Point
Childplus

EMPLOYMENT HISTORY

2015- Present	Parent Child Incorporated	San Antonio, Texas
2014- 2015	George Gervin Academy	San Antonio, Texas
2009- 2014	Great Opportunity of Permian Basin	Odessa, Texas
2001-2009	Parent Child Incorporated	San Antonio, Texas
2000-2001	School Aged Services	Ft. Sam Houston, Texas
1998-2000	School Aged Services	West Point, New York
1996-1998	Family Care Provider (FCC)	West Point, New York
1991-1996	FCC Provider	Ft. Sam Houston, Texas
1987- 1990	FCC Provider	Ft. Sam Houston, Texas

PROFESSIONAL AFFILIATIONS

National Head Start Association, Member
Texas Home Visiting Coalition
Early Childhood Coalition (University of Texas Permian Basin)