



Curriculum Vitae **SUSAN H. BUCKSON**

587 Warrenton Drive • Douglasville, GA 30134 • 678-570-2400 • sbucksongreene@yahoo.com



SUMMARY OF QUALIFICATIONS

- **Proven Teaching Ability:** Selected as first Milken Family Foundation National Honor Teacher in Atlanta Public Schools
- **Data-Driven:** Implemented collegial and student-centered and self-managed structures to improve achievement in writing and oral presentation
- **Innovative:** Implemented system of collegial in-person and video observations to inform professional development planning and to focus content professional learning community discussions

EDUCATIONAL PREPARATION

Payne Theological Seminary, Wilberforce, OH

D. Min. Adaptive Leadership, May 2019

Georgia State University, Atlanta, GA

Certification: Administrative Supervision, May 2006

Atlanta Public Schools Aspiring Leaders Cohort 3

The Interdenominational Theological Center, Atlanta, GA

M. Div. Theology, May 2004

Coppin State College, Baltimore, MD

M. Ed., Curriculum and Instruction, June 2001

University of Maryland Eastern Shore, Princess Anne, MD

B. A. English Education, May 1992

RELATED EXPERIENCE

Gwen's Swan

September 2001- Present

Owner

Provide professional editing services for academic and personal purpose; Consult with new business owners; Prepare documentation toward obtaining non-profit status; Teach Microsoft Office and research skills to continuing education students.

African Methodist Episcopal Church

Allen Temple A.M.E. Church, Pastor

July 2019-Present

Bellview A.M.E. Church, Pastor

July 2010-June 2019

Preach and teach; Design worship services; lead the congregation in the Lord's Supper; Officiate weddings and funerals; Oversee all administrative needs, committees, and boards of the church; Build community partnerships; Delegate and oversee the planning of outreach; Participate in and supervise the Christian Education of all ages; Provide short-term counseling as needed.

Atlanta Public Schools, Forrest Hill Academy

Teacher

August 2017-July 2019

Plan strategic lessons to develop individualized remediation and enrichment for male students; Collaborate with wrap-around service professionals to meet student and family needs; Provide Social-Emotional Learning programming; Strengthen foundational reading and writing skills; Design and analyze formative and summative assessments; Selected as Teacher of the Month; Plan enrichment for cultural and academic enrichment.

Atlanta Public Schools, Jean Childs Young Middle School

Assistant Principal

August 2014-June 2016

Established and monitored community partnerships; Realigned 8th grade academic coaching procedures; Instituted community service component for grade level; Served as Student Information System Coordinator; Designed and built master schedule; Facilitated organizational structure, climate, and grade level meetings; Evaluated student performance;

Oversaw enrollment; Adhered to and enforced board policy, school guidelines, administrative directives, and district standards; Enforced guidelines to maintain proper discipline and conduct; Communicated relevant policies and procedures with regard to student discipline, conduct, and attendance to all stakeholders; Worked with and assisted faculty in the development of effective classroom discipline and organization; Prepared required reports to monitor and develop continuous improvement plans relative to discipline, injury, stakeholder communication and others as assigned; Supervised support services as assigned; Assisted in supervision of special events and in the care and management of the building and grounds, furniture, equipment, apparatus, books, and supplies.

Atlanta Public Schools, South Atlanta School of Health and Medical Sciences

Instructional Coach

August 2011- July 2014

Provided support to teachers through modeling lessons, coaching, instructional guidance and collaboration; Utilized observations and achievement data to identify, design, and provide professional development to meet the needs of teachers; Demonstrated effective use of data to increase student achievement with all stakeholders—teachers, parents, and students [Performance over 2-year period meeting and exceeding targets include: Biology (+19%), American Literature (+5%) Economics (+14%), Physical Science (+44%)]; Assisted in monitoring the use of professional development trainings; Monitored instructional program by evaluating lesson plans, observing classes, modeling instructional strategies, conducting informal classroom observations, and providing feedback to teachers; Collaborated with teachers to ensure student mastery of standards by assisting with data analysis; Disaggregated formative and summative student data; Collaborated with teachers in analyzing student work and planning effective lessons; Supported the integration of technology-based instructional strategies; Guide Parent, Family and Community Engagement strategies; Documented school processes through Indistar; Facilitated campus-wide benchmark development; Structured vertically aligned transition processes with feeder middle school; School documented 14% increase in graduation rate over 2-year period.

Atlanta Public Schools, South Atlanta School of Health and Medical Sciences

Grade Level Chairperson/Teacher

August 2009-May 2011

Developed and implement standards-based curriculum units; Planed and supervised cultural enrichment opportunities for grade level and single-gender advisory; Developed and implemented SMART Goals with content-specific focus; Oversaw daily instruction of students in language arts; Coordinated commencement exercises; Facilitated Saturday Scholars Academy; Cultivated proactive, professional relationships with stakeholders.

Atlanta Public Schools, Booker T. Washington High School

Magnet Coordinator, Students for Teaching and Academic Readiness Academy

June 2008-June 2009

Supervised instructional, counseling and clerical staff; Managed program budget; Evaluated staff performance according to the Atlanta Duties and Responsibilities Instrument (ATDRI); Co-authored 1.1 million dollar U.S. Department of Education Advanced Placement Incentive Grant award; Coordinated total school Advanced Placement programming; Increased non-traditional magnet student enrollment; Facilitated joint enrollment partnership with Atlanta Metropolitan College; Designed master schedule; Established student mentor partnership with Georgia State University College of Education; Streamlined Academy communication; Redesigned Teaching Internship to include Media Center and Program for Exceptional Children (BD and MOD) placements; Promoted shared decision-making among parents, student and staff; Established weekly student focus group; Designed Senior Exit Survey; Increased Parent-Teacher-Student Association enrollment by 200%; Implemented Scholarship Lab; Led staff in 93% of 1st time test takers passing all parts of the Georgia High School Graduation Test; Served as S.A.C.S. Accreditation Administrative Liaison.

Academy Leader, Fine, Visual and Performing Arts Small Community

June 2007-July 2008

Supervised and formally evaluated small learning community staff using the Georgia Teachers Observation Instrument; Facilitated weekly interdisciplinary professional development; Monitored student academic success and holistic well-being; Coordinated and managed instructional resources; Strengthened instruction in Biology; Promoted collaborative teaching in-service for the inclusion classroom; Promoted Think College interdisciplinary unit; Established Parent Academic Booster Club; Produced musical production of Once on This Island; Recorded 91% promotion rate.

Teacher

August 2001-June 2008

Differentiated instruction to maximize student mastery of standards; Maintained consistent communication with parents/guardians; Implemented Advanced Placement curriculum; Facilitated District-sponsored Teaching for Results professional development; Directed new teacher training workshops for Marietta City Public Schools and Atlanta Public Schools; Supervised student teachers; Developed student teaching facilitation handbook; Mentored new teachers;

Implemented Future Connections College Transition Programming.

Project GRAD Atlanta Summer Institute

Site Coordinator, Emory University

May 2008-June 2014

Facilitated daily staff meetings; Coordinated master schedule; Cultivated positive community partnership with Emory University staff; Prepared instructional reports; Evaluated instructors and support staff; Empowered leadership among Ambassadors and Hands on Atlanta Staff; Implemented site-based awards ceremony; Secured and managed instructional resources; Maintained 98% retention rate over six years.

Anne Arundel County Maryland Public Schools

English Teacher, Glen Burnie High School, Glen Burnie, MD

June 1999-July 2001

Incorporated goals and objectives of Individualized Educational Plan (IEP) into classroom instruction; Served as Sexual Harassment Policies Liaison; Developed curriculum modules for career exploration in Restructuring High School; Served as Career Connections Implementation and Planning Grant Committee Teacher Representative

Baltimore City Public Schools

Ninth Grade Academy Leader, Lake Clifton Eastern High School, Baltimore, MD

June 1996-July 1999

Maintained local and District budget and instructional reports; Monitored daily operation of five staff members and 100 students; Facilitated Academy interdisciplinary curriculum; Appointed Committee Leader for Middle States Evaluation; Worked collaboratively with parents/guardians for maximized student success; Evaluated instructional practices; Designed transitional structure for incoming and promoted freshmen

Baltimore City Public Schools

Language Arts Teacher, Lake Clifton Eastern High School, Baltimore, MD

September 1992-June 1996

Managed student-centered classroom; Produced An Evening with the Arts; Facilitated Safe and Drug Free Schools Federal Grant; Appointed Safe Schools Committee Chairperson; Chaired High-Schools-That-Work and School Improvement Team Public Relations Committees; Selected as District liaison for Johns Hopkins University Talent Development Model's Ninth Grade Success Academy pilot; Coordinated Service Learning for total school; Supervised Morgan State University student teachers; Coached women's basketball and volleyball

PROFESSIONAL ASSOCIATIONS/MEMBERSHIPS

American Federation of Teachers; Kappa Delta Pi: An International Honor Society in Education, University of Maryland Eastern Shore Chapter, Inaugural President; Maryland Student Service Alliance, Fellow; P. T. S. A.; Helping Teens Succeed, Inc., Board Member; Yale National Initiative, Fellow and National Steering Committee Member, 2005-2006; Atlanta North Georgia Conference A.M.E. Church; Higher Standards Foundation, Inc. (501c3), Chief Financial Officer, African Methodist Episcopal Church

AWARDS/RECOGNITION

South Atlanta School of Health and Medical Sciences Teacher of the Year, 2011; PAGE Foundation STAR Teacher, 2006-2008; Stellar Teacher, 2001-2009; Milken Family Foundation National Educator, 2005; National Endowment for the Humanities Grant Recipient, 2005; Booker T. Washington High School Teacher of the Year, 2004; Atlanta Public Schools System-wide High School Teacher of the Year, 2004; Atlanta Public Schools High School Transformation District Steering Committee; Georgia State Superintendent's Advisory Council; Project G.R.A.D. Master Teacher 2004; Superintendent's Mini-Grant Recipient, 2003; Atlanta Journal-Constitution Honor Teacher Nominee, 2003; Glen Burnie High School Business Advisor Commendation; Maryland Senatorial Citation for dedication in promoting excellence, 1999; Baltimore City Community College Outstanding Teacher, 1996-1997

WORKSHOP PRESENTATIONS/PUBLICATIONS

Infusing Service Learning in the English Classroom; Cooperative Learning; Efficacy Practices for Effective High Schools; Varying Instruction in the English Classroom: Multiple Intelligences; Differentiated Learning; Making Hospitality Count; Violence Prevention and Media Literacy; Active Classroom Management Strategies; This is How We Do It: Strategies for Engaging the Reluctant Learner; Developing a Comprehensive Magnet Program; Writing for Struggling Learners; Writing by the Numbers: Developing Writing Skills for the Left-brain; Career Exploration in Restructuring High School; On Common Ground: Building Blocks for Poetry: A Vertical Team Approach to Effective Poetry Analysis and Building Blocks for Poetry: Curriculum Reflection; The Odyssey: Seeing My Journey through Film; The Lenten Experience: A 40 Day Revival; My Praise is My S.W.A.G.; That was Then, This is Now: My Journey toward Womanhood (in production)

PROFESSIONAL SKILLS

PC and Macintosh; Corel; Blackboard; Microsoft Applications; CPR, First Aid; Typing; Grant Writing; Editing; Extensive research and presentation skills