

# SUSAN MARKS

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## SUMMARY

Creative, resourceful and dedicated educator with experience in multi-cultural schools, network and central office administration, and nonprofit organizations. Expertise in school improvement planning, data analysis, elementary school budgeting and scheduling, and federal and state grants compliance, English teaching and coaching. Experience managing corporate and nonprofit partnerships, projects, and people.

## EDUCATION AND CERTIFICATIONS

Reading Specialist	National Louis (12/16)
P.E.R.A./REACH certified	FTPS, online
ACCESS testing certified	WIDA, online
Type 75 Certificate	UIC, Chicago, IL
M.S. Education and Social Policy	Northwestern University, Evanston, IL
Certified English teacher, grades 6-12	
Endorsed in Social Studies	
B.S. Business, Organizational Behavior	University of Illinois, Urbana

## EDUCATIONAL ADMINISTRATION

### ***Consultant and Substitute teacher*** (2/14 – present)

Coached over 100 Charter schools on best practices for funding compliance related to use of SGSA, Title I and Title II funds in School Improvement Program Designs for CPS Grants Department

Provided ACCESS testing for English Language Learners at CPS schools.

Implemented teacher lesson plans and worked with students at charter high school

### ***School Improvement Coordinator, Austin – North Lawndale Network, Area 3*** (1/10 – 12/13) ***Chicago Public Schools, Chicago, IL***

Advised 18 – 28 principals on the maximization of school resources including time, money and talent based on student data. Provided training and support to administrators on the implementation of Full School Day schedules and Student Based Budgeting system. Developed and revised schedules as needed, reviewed and monitored budgets for grant compliance, resolved budget shortages and secured non-profit partners. Helped analyze data, identify strategic priorities and develop milestones for Continuous Improvement Work Plans and ARRA grant proposals. Co-chaired Network events including High School Fair for 60 high schools and High School Readiness conference for middle school teams. Supported and attended trainings on CCSS, NWEA, and Chicago Framework for Teaching.

### ***School Improvement Coordinator, Area 9*** (10/06 – 9/09) ***Chicago Public Schools, Chicago, IL***

Coached 25 principals on the formulation of School Improvement Plans including data analysis, problem identification, and next steps. Monitored schools for grant compliance and analyzed school data to identify school strengths, concerns, and follow up during area walk-throughs and Rounds. Provided professional development on topics including curriculum mapping for administrators, organized training sessions for new area teachers, coordinated area history fair and other projects.

### ***Manager, Department of External Resources and Partnerships*** (10/02 – 10/06) ***Chicago Public Schools, Chicago, IL***

Developed partnerships with civic, non profit and corporate organizations, raising more than \$500,000 to supplement CPS resources. Helped grow Lawyers in the Classroom program from 50 to 350 attorneys working with CPS students. Increased legal and financial school partners fourfold. Engaged 60% of neighborhood Chambers of Commerce with CPS. Wrote quarterly newsletter for partners, created strategic plan, designed solicitation materials, volunteer website and directory.

## TEACHING AND CONSULTING

**Center for Talent Development  
Northwestern University, Evanston, IL** (Summer, 2010)

Developed and taught rigorous and engaging curricula on Famous Heroes and the Law to academically advanced 4<sup>th</sup> – 6<sup>th</sup> grade students from across the United States.

**Niles North High School, Skokie, IL** (8/93 - 6/01)

Created and taught rigorous, thematic, writing-focused curricula for varied grade and ability level English classes as well as integrated American Studies in a multi-cultural setting. Mentored student teachers and presented staff development workshops on curriculum integration, use of rubrics, and school reform. Organized writing across the curriculum initiative. Supervised student leaders and coached students in the Writing Center, student poetry club, and literary magazine.

**North Central Regional Educational Laboratory, Oakbrook, IL** (6/93 - 7/94)

Wrote research synthesis on urban high school reform including sections on leadership, school organization, curriculum, instruction, assessment and partnerships. Selected training materials and led small groups using Problem Based Learning for Milwaukee Principals' Academy

**Chicago Teachers' Center, Chicago, IL** (2/92 - 9/92)

Tutored and gave workshops to 80 students at Lakeview High School in the "Bridges to the Future" program to promote academic achievement and post - secondary education.

## NON-PROFIT EXPERIENCE

**Bookworm Angels, Chicago, IL** (1/06 – 6/13)

Board member of a nonprofit that donated lending libraries for 125 low performing CPS Schools. Facilitated school partnerships and book distributions, made presentations, helped write and edit grants, and advised on educational issues.

**College Summit, Chicago, IL** (Summer, 2002)

Writing coach for a college preparatory program for urban youth. Worked with small groups of CPS juniors on weekends to complete college essays and applications.

## AWARDS & ACTIVITIES

- \*L.A.U.N.C.H Fellow (Leadership Academy: Urban Network for Chicago), 2007
- \*Service Award, Constitutional Rights Foundation, 2006
- \*Presenter/Facilitator: Building Successful Partnerships, Annual CPAA Conf 2004, 2005
- \*Evaluator, Arts Grant Development panel, DePaul University, 2003-2013
- \*Inspirational Teacher, 2000
- \*Who's Who of America's Teachers, 1998

## ADDITIONAL INFORMATION

Fluent in Spanish, conversant in Italian  
Proficient in Microsoft Office, Powerpoint and Oracle  
Semester abroad at Tel Aviv University  
Former hospitality sales and front office management, Ritz-Carlton and Omni Hotel Companies

## REFERENCES

**Available upon request**

