

# JAHNA DUDA

4913 PRAIRIE PLACE, JOHNSTON, IOWA ~ 515-975-9319 ~ BRETJAHNA@MSN.COM

[Jahnaduda.wikispaces.com](http://Jahnaduda.wikispaces.com)

## PROFESSIONAL OBJECTIVE

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To obtain an administrative position that will utilize my abilities in curriculum, instruction, and assessment as well as provide the opportunity to collaborate with teachers regarding research-based, best practices in education.

## EDUCATION

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- *Masters in Educational Leadership*, May 2011  
Drake University, Des Moines, IA
- *Bachelor of Science in Education with Minor in Mathematics*, 1999, Cum Laude  
Montana State University, Billings, MT

## LEADERSHIP EXPERIENCE

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**2012-Present, Director of Curriculum and Assessment**, *Des Moines Christian School, Urbandale, IA*  
*Leadership Team Member*

- Served as the district liaison for the Educational Program Committee
- Chaired Board task force to revise dress code sections of student and faculty handbooks
- Prepared monthly academic reports
- Completed annual accreditation reports for the State of Iowa and ACSI
- Served on accreditation site visit teams
- Collaborated with principals in revising the district's teacher evaluation tool
- Conducted classroom observations and walk-throughs
- Served as an instructional coach

### *Curriculum*

- Revised curriculum review cycle and curriculum mapping documents
- Coordinated curriculum review teams to write standards, benchmarks, and objectives
- Monitored curriculum to ensure alignment with Iowa Core and Common Core
- Gathered feedback regarding academic programs from all constituents; analyzed the data with curriculum review teams

### *Professional Development*

- Created a Building Leadership Team to provide collaborative input on school improvement goals
- Prepared professional development action plan
- Implemented Professional Learning Communities in the district
- Coordinated professional development for new teacher orientation and teacher in-services
- Led in-service training for technology, guided math instruction, Professional Learning Communities, and new curriculum materials such as Creative Curriculum GOLD
- Created a technology team to participate in "Technology in the Iowa Core for Learning" cohort
- Established a mentor program for the district
- Attended the PLC Institute hosted by AEA

### *Assessment*

- Created an assessment calendar for progress monitoring in math and reading
- Administered assessments to students in need of assistance
- Established the use of an online math progress monitoring tool
- Wrote a social studies benchmark test
- Coordinated all district assessments, including Iowa Assessments and IELDA

## **TEACHING EXPERIENCE**

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### **2006 - 2012, Sixth Grade Teacher**, *Des Moines Christian School, Urbandale, IA*

- Taught math and history
- Analyzed student data to determine middle school math placement
- Coordinated lesson plans and accommodations with grade level team
- Served as a school leader by conducting peer observations and time-on-task analysis for colleagues

### **2000-2006, Fourth - Eighth Grade Teacher**, *Heritage Christian School, North Liberty, IA*

- Taught in a contained fourth grade classroom
- Transitioned to teaching math to 5-8 grade students, including pre-algebra and algebra
- Analyzed student data to determine middle school math placement
- Arranged opportunity for middle school students to attend leadership conferences

## **OTHER WORK EXPERIENCE**

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### **2009 - 2012, Subcontractor**, *Criterion 508 Solutions, Johnston, IA*

- Audited web sites for compliance with Section 508 of Rehabilitation Act of 1973
- Ensured equal access for computer users with disabilities
- Compiled compliance reports for companies
- Maintained accurate records for subcontract work

## **HONORS, AWARDS, & ACTIVITIES**

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- Member: South Central Iowa Region Governor's STEM Advisory Council, 2012 - Present
- Member: ASCD - (formerly the Association for Supervision and Curriculum Development)
- Member: NAGC - National Association for Gifted Children
- Member: National Council of Teachers of Mathematics, 2002-2004
- *Who's Who Among American School Teachers*, 2004
- Nominated for Disney Teacher of the Year Award, 2003

## REFERENCES

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- **Dr. Robert Stouffer**, *Superintendent, Des Moines Christian School*
  - 13007 Douglas Parkway, Urbandale, Iowa 50323
  - [rstouffer@dmcs.org](mailto:rstouffer@dmcs.org)
  - Work phone: 515-252-2480
- **Jacque Dickinson**, *Early Education Director, Des Moines Christian School*
  - 13007 Douglas Parkway, Urbandale, Iowa 50323
  - [jdickinson@dmcs.org](mailto:jdickinson@dmcs.org)
  - Work phone: 515-252-2482
- **Cade Lambert**, *Head of School, New Life Academy, Woodbury, Minnesota*  
*Former Administrator/Mentor, Des Moines Christian School*
  - 6758 Bailey Road, Woodbury, Minnesota 55129
  - [clambert@newlifeacademy.org](mailto:clambert@newlifeacademy.org)
  - Work phone: 651-757-4319
- **Brian Carico**, *Administrator/Mentor, Indianola High School*
  - 1304 East First Avenue, Indianola, Iowa 50125
  - [brian.carico@indianola.k12.ia.us](mailto:brian.carico@indianola.k12.ia.us)
  - Work phone: 515-961-9510, ext. 2100
- **Shannon Carlson**, *Dean of Students/Mentor, Horizon Elementary School*
  - 5905 NW 100<sup>th</sup> Street, Johnston, Iowa 50131
  - [shannon.carlson@johnston.k12.ia.us](mailto:shannon.carlson@johnston.k12.ia.us)
  - Work phone: 515-986-1121
- **Mike Annis**, *Former Administrator, Heritage Christian School*
  - 255 Hackberry Street, North Liberty, Iowa 52317
  - [annism@hcs-nl.com](mailto:annism@hcs-nl.com)
  - Work phone: 319-626-4777