

Polica J. Houston, MA

EDUCATION & CERTIFICATIONS

Teacher Coaching Training RELAY Graduate School of Education Denver, CO	2019
Principal Licensure Colorado Department of Education (Expiration 2029) CO	2019
MA in Higher Education: Leadership and Organizational Change University of Denver Denver, CO	2012
Coaching Certification Colorado High School Activities Association (Lifetime authorization as of 2012) CO	2002
BA in English University of Northern Colorado Greeley, CO	2002

WORK EXPERIENCE

Chief Program Officer | Boys Hope Girls Hope of Colorado 2022-Present
Manage Curriculum and Instruction for the execution of programming at the Colorado affiliate that includes Regis Jesuit High School, Aurora Central High School, and Collegians enrolled and transitioning into and through the post-secondary pathway.

- Increased 9th grade scholar participation by 94%
- Created Program Committee that includes 15 educators and business leaders
- Developed Academy curriculum aligned with Common Core Standards
- Recruit, train, develop and evaluate Team members
- Develop and lead culturally responsive practices to deliver services, encourage family engagement, and school and community partnerships
- Develop meaningful volunteer roles and partnerships that support scholars and collegians
- Communicate written quarterly reports to the Board of Directors and stakeholders
- Collaborate with Board of Directors and stakeholders to secure funding and resources for programming
- Developed and facilitated team building retreat to enhance team cohesiveness
- Created guest speaker series to acquaint scholars with successful professionals
- Developed lesson plans grounded in Common Core standards
- Developed blueprint to support program expansion to three high schools
- Launched Collegian Newsletter to open additional channels of communication with collegians

Assistant Principal | Gateway High School | Aurora, CO 2019 to 2022

Instructional leader and supervisor to English, Culturally and Linguistically Diverse Education (CLDE), and 11th & 12th Math; COVID response lead; liaison to the class of 2022 for the past three years and grade level team lead; created systems and structures for Restorative Practices as a model; assessment coordinator; building operations lead.

- Launched "Operation Graduation" initiative focused on credit recovery strategies for each grade level
- Increased graduation rate from 64.2% to 73.1% and completion rates from 65.6% to 74.2%
- Developed and implemented systems and structures for Restorative Practices as a school-wide model
- Decreased out-of-school suspension incidences from 407 to 97
- Coached, mentored, and collaborated weekly with department chairs to plan for facilitation of Professional Learning Communities (PLCs), with emphasis on Data Driven Instruction (DDI) and lesson study
- Led talent recruitment and hiring processes for key positions throughout building
- Led all COVID response efforts such as case assessment, contact tracing, school community communication, staff protocol training, etc.
- Led grade level support team to monitor/track student academic and engagement data and to identify supports, interventions, and wrap around services for students and/or their families
- Led Parent Accountability Committee
- Spearheaded marketing initiatives to support rebranding

Assistant Principal | Northfield High School | Denver, CO

2016 to 2019

Instructional leader and supervisor to all instructional and support departments across the building; led Instructional Leadership Teams and support of the Senior Team Leads responsible for teacher coaching; led planning and facilitation of professional development and Multi-Tiered Systems of Support (MTSS); liaison to the Northfield Foundation; athletic director for all freshman, junior varsity, and varsity sports; new construction lead and liaison; assessment coordinator.

- Led high-quality, data driven instruction by building the capacity of and mentoring teachers to lead and perfect their standards-aligned data based instructional practices
- Served as lead for the academic and social-emotional success of diverse student populations
- Developed and implemented culture rubric for the school and led culture walks and responses to data for continued improvement
- Led talent recruitment and hiring processes for key positions throughout building
- Coordinated logistics for the first graduation ceremony for the first graduating class at Northfield with a graduation rate of 88.2%), well above the 70.9% district rate
- Served as lead school liaison for Northfield Foundation, establishing business partnership and raising over \$150,000 for the school
- Oversaw all athletics related matters including the hiring of coaches, supervision of athletic programs and logistics to ensure compliance with CHSAA regulations, including eligibility requirements, and increased overall athletics participation by 37% and female participation rates by 55%
- Created initiatives to generate increased enrollment such as shadowing days for parents/students and events at homes and local businesses, which resulted in becoming the #1 requested high school in the district
- Administrative liaison to 504 planning, implementation, and update meetings
- Led and oversaw college and career readiness work and partnership with the Denver Scholarship Foundation
- Worked with team to lead efforts for bringing the International Baccalaureate Programme to the school
- Significant contributor to school innovation plan to secure innovation status for flexibility with scheduling, professional learning, and curricular resources
- Member of design team for campus expansion

Teacher Leadership Capacity Partner | Denver Public Schools | Denver, CO

2015 to 2016

Led coaching cycles (encompassing observation/feedback) with all teachers new to the Differentiated Roles Team Lead position (and with returning TLs based on need) with primary focus on practices associated with coaching, evaluation, and leading instructional planning through a student-centered and equity lens.

- Implemented PLC structures in collaboration with Principals and Instructional Superintendents at Abraham Lincoln High School, South High School, John F. Kennedy High School, and George Washington High School
- Established professional learning goals with team Leads using the Teacher Leader Behavior Guide
- Designed a professional learning plan with Team Leads to meet their goal.
- Observed Team Lead coaching and feedback sessions and facilitated feedback sessions
- Evaluated Team Lead practices and extent to which professional goals were met
- Co-planned data meetings, instructional planning meetings, coaching, and observation/feedback sessions with Team Leads
- Designed and implemented professional learning systems for Differentiated Roles Team Leads in alignment with coaching cycles, calibration, and other activities. Collaborate with network leaders and other stakeholders to build their capacity in supporting standards implementation strategy.
- Co-facilitated certification trainings for the teacher evaluation system
- Coordinated in-person LEAP certification for Team Leads
- Progress monitored Differentiated Roles program implementation (including policy requirements like use of non-teaching time and evaluation expectations) within a network of schools, and led school plan revisions as needed

- Met with principal and instructional leadership team to review data on program implementation and distributive leadership structures
- Advocated for school and network needs in district level decisions (policy, support structures, etc.).
- Contributed to Team Lead evaluations (supplement principal as needed) in future years.

Pre-Collegiate Advisor Rangeview High School via GEAR UP Aurora, CO	2012-2015
Youth Programs & Community Relations Manager University of Denver Denver, CO	2008-2011
Education Specialist University of Denver - Bridge Project Denver, CO	2007-2008
Spanish Teacher Highline Academy Denver, CO	2006-2007
English Teacher Cole KIPP College Preparatory Denver, CO	2005-2006
Physical Education Teacher Union Baptist Excel Institute K-8 Denver, CO	2004-2005
Special Education Teacher and Department Chair Phillips Preparatory School Denver, CO	2002-2004

TRAINING, PROFESSIONAL DEVELOPMENT, and PRESENTATIONS

The National Alliance of Black School Educators Conference (participant)	2020, 2019
Administrators Guide to Implementing Restorative Practices (participant)	2018, 2019
LEAD in APS, Leadership Development Program (participant)	2019 -2020
Leveraging Distributive Leadership: A Denver Case Study of Engaging Diverse Perspectives in K-12 School Leadership, Harvard Graduate School of Education (co-facilitator)	2018

COMMUNITY INVOLVEMENT & AWARDS

Colorado High School Activities Association (CHSAA), Student Leadership Committee Member	2022
University of Denver Bridge Project, Graduation Speaker	2020
Impact Empowerment Group, Educator of the Month	January 2020
Colorado Beautillion-Cotillion Inc., Educator of the Year	2018
Jack and Jill Beautillion, Event Speaker	2018
Black Male Initiative, Founding Member and Community Mentor	2010 to Present
Wide Receivers Coach, Montbello HS, East HS, Rangeview HS, Cherry Creek HS	2002-2016
<ul style="list-style-type: none"> ● Coached two All-American Wide Receivers ● Coached Franklin D. Watkins Awardee (Best African American Student Athlete in Country) ● Coached multiple All-Conference players ● Established tutoring assistance program 	