

City of Santa Fe, New Mexico

memo

DATE: October 2, 2014

TO: City Council

FROM: Mayor Javier M. Gonzales 

RE: Appointments

I would like to make the following appointment:

Library Board

Latifah Alfonso Phillips -- to fill unexpired term ending 7/2016 (Resume attached)

Latifah Alfonso Phillips

610 Alta Vista Street, Santa Fe, NM, 87505, 210.954.6634, lap2135@columbia.edu

ADMINISTRATIVE EXPERIENCE

Santa Fe Public Schools

Santa Fe, New Mexico

Chief of Staff

2012-Present

- Coordinated the Superintendent's Transition Team 100 Day Entry and Learning Plan and annual transition team review
- Develop and recommend strategies, and supervise executive projects to advance the District's priorities and strategic initiatives; advise on the development and implementation of district policies and administrative procedures for academics, district operations and family/community engagement.
- Serve as the school district spokesperson to news media, inter-governmental agencies and liaise on behalf of the district with key stakeholders
- Develop and manage communication and marketing strategies to advance District-wide initiatives such as the Digital Learning Plan, Early Childhood Expansion, Secondary School Reform, District Accomplishments and the Parent Academy
- Collaborate with senior staff to prepare accurate responses and information to organizations such as local and state news agencies, inter-governmental agencies, and community groups; includes drafting news releases, op-ed articles, letters and speeches on behalf of the school district and Superintendent

School District of Philadelphia

Philadelphia, Pennsylvania

2009-2012

Executive Director, Non-instructional Professional Development and Performance Management

- Developed the Professional Growth and Development Three Year Strategic Plan for the Office of Talent and Development; currently implementing Phase I of the 2011-12 plan - the Performance Appraisal Process
- Lead and managed the District's Performance Appraisal Steering Committee of 12 members; responsible for planning, revising and evaluating the 2011-12 performance appraisal process for over 40 departments within Central Office
- Coordinated and developed training series on goal setting, project management, core competencies, and coaching and feedback to be delivered to approximately 400 non-union employees between December 2011 – June 2012
- Advised Executive Committee of local University Partners to improve the student teacher program; responsibilities included analyzing placement data to ensure equity across District schools and organizing training for principals and cooperating teachers
- Designed the Coaching and Feedback Professional Development Series for 20 Assistant Superintendents and Academic Deputies

Special Assistant to the Superintendent

- Provided strategic, executive-level support to the Superintendent by managing and coordinating a variety of functions within the Office of the Superintendent
 - Lead and participated with Executive Staff on cross-functional projects, such as school-based crisis management, teacher effectiveness strategic plan, district-wide policy revisions, and student leadership pilot program.
 - Briefed the Superintendent weekly on internal and external reports, and progress of district initiatives
 - Planned and coordinated on-site and off-site meetings between teachers, principals, and community stakeholders
 - Drafted and edited correspondence, proposals, policies and internal communication on the Superintendent's behalf
- Served as the liaison between the Superintendent and the School Reform Commission (appointed school board)
 - Advised Executive and Departmental Staff to ensure that deliverables to the School Reform Commission (SRC) were clearly communicated and implemented in accordance with the directives of the Superintendent
 - Managed and updated the monthly calendar of major initiatives and deliverables to the SRC
 - Collaborated with the SRC Chief of Staff to plan Executive and Sub-committee Meetings based on the calendar of major initiatives and current issues
- Organized and managed the district's resolution (contracting) process for seeking authorization to contract with outside entities
 - Lead and collaborated with Executive staff on the monthly review, revision and submission of resolutions for SRC approval
 - Advised Executive Staff and Deputies on resolution content, cost efficiency of services and evaluation targets
 - Prepared and implemented ongoing training for Assistant Superintendents, Principals and Central Office Staff to improve resolution quality and increase timely submission

Mercy College, New Teacher Residency Program (NTRP)

Bronx, New York

Director of Assessment

2007-2008

- Oversaw planning, submission and evaluation process for culminating Masters portfolios of 285 NYC Teaching Fellows
 - Received exemplary performance rating for the execution and early completion of the portfolio assessment process
 - Conducted workshops for Fellows on unit planning, lesson plan implementation, student work analysis and reflective writing
 - Hired, trained and managed 48 external assessors to evaluate Masters portfolios

- Accountable for evaluation and quality assurance of NTRP's Alternative Certification and Master of Urban Education Program
 - Conducted mid-year and end-of-year program evaluation; created revision plan for increasing quality and rigor of program
 - Coordinated survey implementation for all courses, instructors and program operations
 - Analyzed survey data using SPSS 16.0 (statistical analysis software)
 - Created recommendations and improvement plans for each department within the program based on survey analysis

Carlos F. Truan Junior High School (Teach for America Corps Member '03)

Rio Grande Valley, Texas

Reading Department Head

2004 -2006

- Developed 8th grade multicultural, reading curriculum aligned to state standards and objectives
- Organized professional development opportunities for 7th and 8th grade reading teachers on topics such as best teaching practices, lesson differentiation, and classroom management
- Collaborated with curriculum director to identify gaps in benchmark results and plan assessments accordingly

Gunma Association for Japan Exchange and Teaching

Gunma, Japan

Prefectural Representative

2001- 2002

- Lead a council of 10 executive members and represented a general membership of 85 foreign teachers
- Coordinated events with local authorities, such as the Newcomer's Orientation, Mid Year Conference and charity fundraisers
- Integrated foreign teachers into the community by coordinating local English language events and cultural activities

TEACHING EXPERIENCE**Brooklyn Ascend Charter School**

Brooklyn, New York

Founding 1st Grade Teacher

2008-2009

- Devised lesson plans and lead classroom instruction in core subject areas using an assessments-based, international curriculum
- Increased class reading average by 1.5 grade levels on the STAR reading assessment within one year
- Met school goal of 85% average mastery on math assessments
- Initiated and organized workshops to teach parents strategies for increasing students' reading levels

Teach for America/Carlos F. Truan Junior High School

Rio Grande Valley, Texas

8th Grade Reading Teacher

2003-2006

- Surpassed projected student passing rate on Texas standardized reading exam for three consecutive years
- Increased exemplary status of students on Texas standardized reading exam for three consecutive years; 30% in the third year
- Teacher of the Year finalist for 2005-2006 school year
- Organized committee of teachers across the district to execute first annual district-wide 5K Run-Walk; promoted health and fitness in the community; over 200 participants

Takasaki Commercial High School

Gunma, Japan

Assistant Language Teacher

July 2000 – July 2002

- Created syllabus and conducted lessons for Oral Communication, International Exchange, and International Business courses
- Coordinated English activities, such as English conversation, cultural events, and English proficiency exam preparation
- Planned curriculum and conducted English conversation classes for PTA members, school staff and community members

EDUCATION:**Teachers College, Columbia University**

New York, New York

Master of Arts in International Educational Development; Minor in Language, Literacy and Technology

2007

University of Texas, Pan American

Edinburg, Texas

Master of Education in Secondary Education; Minor in English

2005

University of Texas, Pan American, Alternative Certification Program

Edinburg, Texas

Certification in English Language Arts 4-8

2004

University of California, Davis

Davis, California

Bachelor of Arts in Global Institutions and Communication; Minor in Women's Studies

2000

National Autonomous University of Mexico (UNAM) – Center for Foreign Students

Mexico City, Mexico

Spanish Language Proficiency Diploma

1995