

**Maria M. Jay**

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**OBJECTIVE**

To utilize my extensive experience as a practicing educator in an advisor position within the Education Practices Committee.

**SUMMARY OF QUALIFICATIONS**

- Seventeen years of professional teaching experience in the public school system.
- Three years of experience in the Office of Professional Standards, Miami-Dade County Public Schools.
- Proven communication abilities with students, parents, school staff and community.
- Ability to achieve immediate and long-term goals and meet operational deadlines.

**PROFESSIONAL EXPERIENCE**

**Sunny Isles Beach K-8 Community School** 01/2009 - Present

*Fourth Grade Academic Excellence Teacher*

- Budget Committee/Chess Team Sponsor/Book Club sponsor
- After school tutoring: reading and mathematics

**Office of Professional Standards** 06/2006 - 12/2008

*Teacher on Special Assignment*

- Coordinated the day-to-day operations with the Assistant Superintendent of the Office of Professional Standards.
- Monitored the district procedures related to employment standards and disciplinary action for all district employees; Served as a district liaison with the School Police, Civilian Investigative Unit, and the Civil Rights Compliance Office.
- Collected and analyzed data concerning all Office of Professional Standards functions, prepared reports, and implemented recommendations resulting from the data; maintained all fingerprinting applications.

**Sunset Elementary School (Magnet School for International Studies)** 08/1990 - 06/2006

*Fourth grade International Spanish Magnet Teacher*

**Mercy Hospital** 01/1987-12/1990

*Operating Room Technician*

**EDUCATION**

**Nova Southeastern University**

Currently working towards attaining Educational Specialist in Education Leadership

**Nova Southeastern University**

*Masters of Science, 2002*

Concentration: English for Speakers of Other Languages

**Nova Southeastern University**

*Bachelor of Arts, 1990*

Concentration: Elementary Education

**RECOGNITION**

- Sunset Elementary Teacher of the Year, 2001-2002
- Sally Mae Beginning Teacher of the Year, 1992