

**Profile**

Monique

First Name

Adorno-Jiménez

Last Name

majimenez55@yahoo.com

Email Address

**Which Boards would you like to apply for?**

Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

[Redacted]

Street Address

Suite or Apt

Berkeley

City

CA

State

94707

Postal Code

District 4

Which Board of Education election district (1, 2, 3, 4, 5, 6, or 7) do you live in?

[Redacted]

Primary Phone

Home:

Alternate Phone

ECMC

Employer

Director

Job Title

College Access

Occupation

2150 Kittredge St

Employer's Street Address

Berkeley

Employer's City

CA

Employer's State

Legislative File 17-0592

Introduction Date: 4/12/17

Enactment No. 17-0400

Enactment Date: 4/12/17 

94720

Employer's Zip

5195590979

Work Phone

## Interests & Experiences

### Please explain briefly your interest in serving on this Committee or Commission:

---

As a bilingual educator and supporter of the arts, I am passionate about Arts Education at every school level. Middle school is an important time in a child's development, a time of exploration, constructing a narrative and wrestling with identity. Studies have shown the importance of the arts as a child grows, but it is of paramount importance in the middle school years as a means of expression, communication, brain development, and expanding perspective, all skills that will be used through out their life time. I have always been an advocate for the arts, and I believe we are all artists in some way, it is just a matter of exposure, practice and expressing the talent. Our children need experiences in the arts, they deserve it, and as a society we cannot raise out children without it.

### Please indicate your other community involvement (work with public agencies, volunteering, other committees, Commissions, groups, etc.):

---

I have worked in College Access for over 14 years, and am a strong advocate for college education for our youth. As a result of this work and my love for the arts, I helped start a non-profit organization to provide scholarships for students in the arts who wanted to pursue a college education. Initially we provided scholarships then expanded our support by providing an Artist-in-Residence at middle school in Oakland and collaborating with Urban Promise Academy to do so. The artist in residence program initially offered support in arts integration within the classrooms, developed into a visual arts program and then into dance instruction. We were also instrumental in helping Urban Promise Academy secure a drum instructor and the master schedule was redesigned to allow all students to experience dance and drum instruction during the school year. True collaboration of the arts and education! Additionally, through our fundraising efforts for the program, we worked with many local artists and provided them an opportunity to showcase and sell their work, as well as supported local art galleries in Oakland. I am also a Board Member of the Chicana/Latina Foundation, an organization that provides scholarships, Leadership Institutes and support for Latina's attending college at every level.

  
  

---

Upload a Resume

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**Do you have any reason, such as a potential or actual conflict of interest (real estate, business, litigation, etc.), which may or will adversely affect your ability to serve on this Commission or Committee?**

---

Yes  No

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**If Yes, please explain.**

---

Question applies to multiple boards.

**Educational Background – e.g. college and/or university, degree/major, vocational and/or training, certificates, technical training, etc.**

---

University of San Francisco -M.A. Education, Organization and Leadership, San Francisco State University - Elementary Education Credential - BCLAD, Bernard Baruch College- B.B.A - International Finance

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**Are you now, or have you ever been an employee or official of the Oakland Unified School District?**

---

Yes  No

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**If Yes, please explain.**

---

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**Are you now, or have you ever been a vendor, contractor, or consultant for the Oakland Unified School District?**

---

Yes  No

Question applies to Measure N - College & Career Readiness Commission, Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission, Measure G Parcel Tax Independent Citizens Oversight Committee

**If Yes, please explain.**

---

Worked with a UC Berkeley college preparation program in several Oakland high schools, and in collaboration with Oakland Unified's College and Career office. Contributed to the Oakland College Access Network. Operated a non-profit Artist-in-Residence program in collaboration with Urban Promise Academy in Oakland.

Question applies to Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

**Please describe your knowledge and expertise in middle school education, with a focus on arts, music, world languages, and school safety. Please be certain to respond to each element of the question.**

---

Over a span of 5 years, our non-profit provided an Artist-in-Residence to Urban Promise Academy. Within that program support in arts- integration within the classrooms was provided and subsequently a Visual Arts teacher and finally a Dance instructor. Additionally I have experience as a Spanish-Bilingual teacher in SF Unified, have worked with a Teacher Preparation program and have experience as a supervisor and new teacher mentor.

Question applies to Measure G1 - Districtwide Teacher Retention and Middle School Improvement Act Oversight Commission

**Please describe your knowledge and expertise in compensation for K-12 educational professionals. Please be certain to respond to each element of the question.**

---

My knowledge in compensation for K-12 educational professionals stems from personal experience as an underpaid school teacher in addition in my work with a teacher preparation program in San Francisco.

---

## Demographics

Choosing not to answer any of the questions in this section will not disqualify you from consideration or serving.

Hispanic

Ethnicity

---

Female

Gender

---

  
Socio-Economic Group

---

---

## Verification

Please indicate your agreement with the following statement

---

**I have reviewed and understand the duties of the Commission or Committee for which I am submitting this application. I agree to perform said duties. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

---

I Agree

If you prefer to not submit your application online via this web form, please print this form and send your application to Edgar Rakestraw, Jr., Executive Assistant, Board of Education, Oakland Unified School District, 1000 Broadway, Suite 680, Oakland, CA 94607-4009 or via email to [boe@ousd.org](mailto:boe@ousd.org). Your application must be **received** by the applicable deadline, if any.

If you have questions, please contact the Board of Education via the email address stated above or at (510) 879-8199 (select the Staff option).

**Note: This application and your responses are a Public record and subject to disclosure.**

# Monique Adorno – Jiménez

---

## Summary of Qualifications

- Particular strengths in leadership as a visionary, program planner and implementation catalyst; well-known for collaborative design of successful programs with multiple districts and communities in the greater Bay Area.
- Successful implementation of a collaboratively operated college & career center; acquired multiple donations from various organizational and community resources.
- Recognized for strong leadership, exceptional hands-on management, forming collaborative teams, and career development of staff.
- Spanish Bilingual

## Professional Experience

**Director**, ECMC – The College Place Northern California 11/11 – Present  
Berkeley, CA

- Oversee and manage the establishment and operation of The College Place, a college access center and program of ECMC
- Provide college access information, including FAFSA preparation and postsecondary admission advising, to the general public, high schools, or community organizations
- Develop workshops for parents and students to further goals of the Center
- Provide trainings for community based organizations
- Provide new ideas and innovations to further enhance the services provided by the Center
- Coordinate marketing efforts throughout region with corporate office
- Work closely with the other ECMC College Place access centers Directors for training, sharing ideas and mutual support
- Establish contacts and builds up and trains a network of volunteer staff to assist in the day-to-day operation of The College Place
- Build and maintain contacts throughout the educational community in the region
- Establish administrative policies and manages the operation of the center on a day-to-day basis

**Seasonal Reader**, UC Berkeley Undergraduate Admissions 9/09- 2/16  
UC Berkeley, CA

- Perform comprehensive evaluation of all available applicant information for freshman undergraduate applications
- Actively participate in training and norming sessions.
- Support program goals for reader competence and processed effectiveness by contributing to facilitated group discussions of sample applications.
- Meet specified weekly numerical reading targets
- Provide feedback on aspects of the undergraduate application, such as the language of the personal statement prompt, and the contextual value of activities, awards, honors and employment information.
- Provide feedback on overall training/norming process

Recruitment

- Manage recruitment using Sales Force database, monitor website activity, plan web content
- Initiate collaboration with other programs to aid in recruitment efforts
- Design program marketing materials, represent program at recruitment fairs
- Prepare and provide presentations about the Residency program
- Increased resident participants by 40% for year two of the program through recruitment efforts

Coordination

- Ensure program is compliant with AmeriCorps grant requirements
- Support Resident implementation and completion of Service Learning Projects
- Act as liaison between program, supervisors and mentor teachers
- Organized admission reading for year two of the program
- Assist Spanish bilingual residents in completion of the program

**Regional Manager**, Early Academic Outreach Program (EAOP), UC Berkeley, CA

9/09-12/10

Management

- Provided leadership for the design and implementation of college preparation services and culture to district that serves a region of college centers serving up to 1800 students.
- Developed partnerships with K-12, higher education institutions and community organizations increasing collaborative efforts between program and partner schools by 50 %.
- Organized meetings with school site personnel regarding whole school, district or regional efforts around college readiness resulting in school wide college prep presentations for 3500 students through collaborative efforts.
- Managed program regional activity budget for school-based activities.
- Assisted with fundraising and proposal writing, obtaining partial salary payment through collaborative district agreement.
- Served on campus committees resulting in the creation of an immigrant student conference yielding beneficial services to 150 students and families.

Supervision & Training

- Recruited and hired up to 14 college advisor interns to create strong programmatic representation at each site.
- Led the design, planning and implementation of intern training, consisting of orientation, monthly trainings, design of reader, and reading materials.
- Provided direct supervision to full time and part time college advisor interns at various school sites.
- Created action plans to obtain goals, resulting in a 25% increase in new students to the program.
- Evaluated interns job performance to ensure goals of the program were met.
- Supported interns through career development and mentoring to ensure full time work or continuing higher education upon completion of internship.

Communication & Reporting

- Produced program reports and evaluations for the purpose of monitoring program progress and goals.
- Collected and analyzed student enrollment, participation and results of program services to report to the state, which aided in obtaining additional funding.
- Evaluated and made recommendations for training program to improve intern capacity at school sites; enable effective college advising, and increase confidence in college knowledge by creating a week-long “boot camp” training prior to interns’ dispatch to their school sites.

**Regional Coordinator**, Early Academic Outreach Program (EAOP), UC Berkeley, CA 9/01-8/09

#### Program Management

- Oversaw and maintained UC Berkeley EAOP programs for high schools within the Oakland Public School District for 300 program students.
- Collaborated with other college programs, school administrators, and community groups to enhance existing academic enrichment programs resulting in 70% increase in college going culture at two school sites.
- Assisted in planning, coordinating and implementing new academic enrichment programs, which successfully served 800 students program-wide.
- Devised and implemented effective counseling strategies to meet diverse socioeconomic and educational needs resulting in 40% increase in diversity of program participants in Oakland region.
- Created student workshops and curriculum for grades 9 through 12, which assisted students in early college preparation, resulting in greater capacity to compete with their peers.
- Assisted in design of intern training orientation and monthly training seminars for up to 14 interns.
- Represented EAOP programs at university, school and community meetings; prepared appropriate materials, maintained positive relations and effectively communicated program goals resulting in 60% increase in collaboration between school, community and other programs.

#### School Site Management

- Managed 3 - 5 school sites per academic year averaging 150 students per school.
- Recruited and selected high school participants using alternative marketing, resulting in a 10% increase in new student participants.
- Developed workshops, which successfully prepared students, parents, and school personnel for the University Admissions application process including personal statement, financial aid, course selection, housing and career opportunities.
- Evaluated transcripts, determined post secondary eligibility, advised students, and tracked annual grade level advancement for 300 students resulting in the determination of college options.

#### Supervision

- Provided pre-employment and in-service training for up to 14 interns.
- Monitored work hours and conducted mid-year and final performance evaluations to ensure program goals are met.

#### Special Projects

- Designed and implemented workshops for summer academic programs serving 250 students.
- Contributed to UC Berkeley's freshman application assessment, which contributed to the comprehensive review process in reading 500 admission applications.
- Additional projects required as collaborative members at each school site such as school wide college preparation presentations for up to 1800 students.

**Director of Educational Partnerships**, By Any Dreams Necessary, Oakland, CA 8/08-8/13

- Co-Founder of By Any Dreams Necessary a non-profit organization
- Designed and implemented college scholarship program for Oakland art students
- Initiated and maintained educational partnerships in Oakland
- Designed, implemented and supervised Artist-In-Residence program in partnership with Urban Promise Academy
- Assisted in fundraising and development while supporting local artists



**Spanish Bilingual Teacher**, John Muir Elementary,  
SF Unified School District, SF, CA

1/96-6/01

- Developed a curriculum to increase English proficiency by 30-50 percent; demonstrated a 35% increase in classroom test scores for both English and Spanish state mandated tests.
- Taught advanced level language skills in first language, increasing ease and transition into second language, which improved student Spanish and English skills, both bilingual and bi-literate.
- Performed reading assessments and strategies based on Reading Recovery methods for 20 students per academic year, which improved both reading and comprehension skills to next level.
- Assessed and improved students writing by 20% using methods from the Bay Area Writing Project.
- Incorporated diversity and tolerance activities throughout the academic year addressing race, disabilities and culture, which fostered equity and inclusiveness.
- Increased parent participation by 7% in school and student activities, by recruiting parents into leadership roles within the classroom and school.

**Mentor Teacher**, Muir Alternative Teacher Education Program (M.A.T.E)  
SF Unified School District, SF, CA

9/96-6/01

- Mentored and fully trained four interns per academic year, enabling them to design curriculum development and lesson planning strategies; conducted regular performance evaluations to optimize teacher development.
- Supported teacher interns in job placement by writing letters of recommendation, which secured multiple job opportunities per intern.

**Supervisor**, San Francisco State University, SF, CA

8/95-6/96

- Supervised student teachers participating in the John Muir Alternative Teacher Education Program through San Francisco State University by conducting weekly classroom observations to report and assess student teacher progress.
- Provided feedback, support and site assessment to student teacher; composed and provided written evaluations of student teachers.

## Education

University of San Francisco

M.A. - Education, Organization and Leadership

San Francisco State University

Elementary Education Credential - BCLAD

Bernard Baruch College

B.B.A - International Finance