
www.linkedin.com/in/martinahofschneiderdiaz

PROFESSIONAL SUMMARY

Results-oriented educator bringing nine years of education and learning experience. Strategic planner and analytical problem-solver. Focused, hardworking, and adaptable.

SKILLS

Project management	Critical thinking
Team collaboration	Staff training and development
Budget management	Group facilitation and presentations
Data collection and analysis	Team Leadership
Troubleshooting	

WORK HISTORY

Vice Principal • *CNMI Public School System - Tinian Jr. Sr. High School*

Tinian, Northern Mariana Islands • January 2016 to Current

- Acted in official principal capacity as needed for day-to-day running of school as well as key decision making
- Maintained records for school, district, state, and federal requirements
- Adhered to school, district, state and federal policies
- Coordinated yearly budget (local and federal), tracked expenses and documented actions of the purchase requisition process
- Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions
- Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities
- Performed personnel evaluations to ensure employee effectiveness for both administrative and instructional staff
- Upheld strict confidentiality in all facets of position
- Supported human resources operations, including hiring, training, and disciplinary action in compliance with legal guidelines and requirements
- Interpreted district mandates and translated into actionable policies
- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards based on school-wide action plan
- Managed a staff of approximately 35 personnel

English Teacher • *CNMI Public School System - Tinian Jr. Sr. High School*

Tinian, Northern Mariana Islands • September 2010 to January 2016

- Supervised academic work of students in multiple grade levels of English language instruction including English language and composition, American literature, and European literature
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways
- Established and maintained rapport with other staff, students, and parents to facilitate communication and academic progress
- Upheld commitment to educational excellence and fostered atmosphere of mutual respect and trust
- Ensured academic progress and success of all students by adhering to the provided CNMI PSS curriculum
- Executed numerous department-level and school-level projects with action and accountability plans

Adjunct Instructor • *Northern Marianas College*

San Jose, Tinian • August 2012 to August 2013

- Engaged students with insightful and compelling classroom discussion of topics relevant to course work to boost student learning and retention
- Taught Adult Basic Education classes in application of computer technologies
- Organized, prepared and revised Adult Basic Education course material and applied technological options for online and course-related software

EDUCATION

Master of Science - Learning Design And Technologies • *University Of Missouri*
Columbia, MO • Expected in December 2020

Bachelor Of Arts - English • *Oregon State University*
Corvallis, OR • 2010

- Received Oregon State University Provost Scholarship
- Member of Hui-O-Hawaii and Peace Jam mentor program
- Participated in Air Force ROTC and Army ROTC college programs

ACCOMPLISHMENTS

- Established school's social media presence
- Managed school operations for 250 students
- Collaborated on yearly budget
- Coordinated operations in secondary school (grades 7-12) with 35 staff members and 260 students
- Spear-headed improvement plan implementation which redefined performance goals and achieved school benchmarks
- Employed different activities and techniques to encourage student learning and build community within the classroom
- *Student Involvement*
Volunteered as advisor for various student clubs, activities, and organizations, such as Mock Trial, grade-level classes, and National Honor Society, supervising weekly after school meetings and practices
- *Technology Integration*
Participated in technology training courses and implemented new technology concepts and practices applicable for the classroom
- *Student Progress Conferences*
Conducted conferences with parents, administrators, and testing specialists to discuss educational plans designed to promote students' educational/social development
- Curriculum Design
Designed, developed and implemented daily lessons for 100+ students
- Revamped policies and procedures, modernizing strategies and increasing effectiveness of classroom instruction

CERTIFICATIONS

CNMI PSS Certifications

CNMI PSS Basic I Certification Secondary Education - English Language Arts
exp. August 17, 2016

CNMI PSS Basic I Certification School Administrator
exp. December 26, 2019

CNMI PSS Endorsement Programs

Mid-Continent Research for Education and Learning (McRel) English Language Learner Endorsement Program - 2014

- Current Issues in Second Language Acquisition
- Language Structure: Phonetics, Morphology, Syntax, Semantics, and Pragmatics
- The Teaching of Second Language Skills
- Sheltered Instruction in the Content Areas
- Teaching Reading and Writing in the English Immersion Classroom
- Second Language Testing and Evaluation

Instructional Technology Endorsement Program Completion - June 2014

- Classroom Instruction that Works (CITW) with Technology

- Advanced Computer Applications
- Google Applications for Education
- Student Products
- Solo 6 & Literacy
- Adobe Creative Design

Aspiring Leaders Program (ALP) - expected date of completion: June 2021

- Introduction to School Administration
- School Law
- School Personnel
- School Finance
- Facilitative Leadership
- Instructional Leadership
- Supervision and Evaluation
- Technology for School Administrators

Other

US DOE FERPA Awareness Training: FERPA 101 for Local Education Agencies - August 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00100.c

Introduction to Incident Command System, ICS-100 - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00200.b ICS for Single Resources and Initial Action Incident, ICS-200 - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00700.b An Introduction to the National Incident Management System - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00800.c

National Response Framework, An Introduction - Sep 2018

Family Educational Rights and Privacy Act Training - December 2018

RELATED TRAINING AND EXPERIENCE

Response to Intervention Training - June 2010

Mid-Continent Research for Education and Learning (McRel) Summer Institute - August 2010

Instructional Strategies for English Language Learners Training of Trainers - August 2010

Center of Applied Linguistics (CAL) Training of Trainers Strengthening the Skills and Knowledge of Grade 4-12 Teachers to Effectively Educate English Language Learners - August 2010

Center of Applied Linguistics (CAL) Training of Trainers "What's Different About Teaching Reading to Students Learning English?" - August 2010

Advanced Placement Summer Institute by the College Board - July/August 2011

Librarian Professional Development - August 2011

Mid-Continent Research for Education and Learning (McRel) Striving Reader's Professional Development: Sheltered Instruction in the Content Areas and The Teaching of Second Language Skills - May 2012

Sheltered Instruction Observation Protocol (SIOP) - April 2012

AdvancEd ASSIST - March 2012

Common Core and Academic Achievement Data - September 2012

World-Class Instructional Design And Assessment (WIDA) Access Training - December 2012

Sheltered Instruction Observation Protocol (SIOP) Coach Training - August 2013

English Language Learner Assessment Course - December 2013

World-Class Instructional Design And Assessment (WIDA) Access Score Interpretation - December 2013

Classroom Management/Instructional Strategies - August 2015

PSS Distance Education Program: Instructional Strategies/Classroom Management - November 2015

World-Class Instructional Design And Assessment (WIDA) Access for English Language Learners - Feb 2016

Advanced Placement Annual Conference by the College Board - July 2016
PSS Distance Education Program: Tests and Measurements - July 23, 2016
CNMI PSS Leadership Institute - August 2016
ACT Aspire Technical Training - September 2016
AdvancEd eProve Eleot Training - September 2016
Accreditation and Leadership Institute - August 2017
PSS Distance Education Program: Reading Diagnostics & Strategies - Summer 2017
PSS Distance Education Program: NMI History - Summer 2017
Introduction to School Administration - Summer 2017
Non-violent Crisis Intervention - September 2017
PSS Distance Education Program: Instructional Leadership and Supervision - October 2017
PSS Distance Education Program: Facilitative Leadership Seminar - October 2017
World-Class Instructional Design And Assessment (WIDA) Access for ELLs 2.0 and Alternate Access - November 6-9, 2017
Rigor and Relevance Work Session - Feb 2018
Leader in Me - March/April 2018
CNMI PSS Leadership Institute - June 2018
CNMI PSS Instructional Technology Professional eLearning Portal: Instructional Supervision and Evaluation - June 2018
CNMI PSS Instructional Technology Professional eLearning Portal: School Personnel - June 2018
Model Schools Conference - June 2018
Challenge Masters Inc. Challenge Masters Facilitator Training - August 2018
Instructional Coaching Seminar - December 2018
Creating Safe Spaces - February 2019