
Sara Fuller

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Professional Experience

Katy ISD, Katy, Texas – *Instructional Leader and Curriculum Developer*

August 2021 - Present

- Serve as Biology Team Lead encouraging productivity, communication, and collaboration by managing projects, communicating agendas, delegating tasks, and providing support to team members
- Lead professional development sessions for colleagues providing solutions to common obstacles in lesson creation
- Create daily engaging and informative content to capture the attention and curiosity of 170+ learners using different methodologies, platforms, and activities for both face-to-face and eLearning/online instruction
- Meticulously design an online classroom using Canvas LMS organizing course material in way that is visually appealing and easy to understand for high quality online learning experiences
- Maintain highly detailed documentation for student accommodations, behavior, and performance in class
- Use data-driven instruction to evaluate and modify content when needed to maximize learning outcomes
- Collaborate with the biology team to curate a detailed scope and sequence and gauge effectiveness of lessons keeping deadlines in mind
- Demonstrate effective communication across multiple tiers of the organization, such as colleagues, students, parents, and administration to allow for all perspectives to be heard and respected
- Manage the operations of a classroom to ensure functionality by establishing routines, implementing efficient processes, and creating highly organized workflows
- Exhibit strong conflict resolution skills amongst team members, parents, and students
- Cultivate a safe and culturally-responsive environment by ensuring all students feel welcomed in the classroom

Cleburne ISD, Cleburne, Texas – *Instructional Leader and Curriculum Developer*

August 2018 - June 2021

- Curriculum developer for all of high school biology in Cleburne ISD
- Consultant on the Site-Based Decision Committee bringing forward solutions to improve upon issues faced by the school
- Leader in the Cleburne ISD district-wide improvement initiative by conducting professional development workshops for colleagues with the goal of improving staff culture throughout the district
- Mentor for incoming teachers providing guidance on school policies and procedures

Texas Health Resources, Cleburne, Texas - *Human Resources Assistant*

February 2013 - July 2014

- Assisted with employee onboarding including managing new hire documentation, administering background checks, and completing employment verifications
- Maintained detailed and accurate employee data keeping documents up to date with any significant changes
- Designed and deployed the Employee Satisfaction Survey, resulting in an increase in employee engagement
- Fielded questions from employees from a wide array of roles and positions ensuring timely responses

Education

Texas A&M University, College Station, Texas - *Bachelor of Science in Health – School Health Education*

Skills

Curriculum Development, eLearning/Online Learning, LMS, Confidentiality, Data Organization, Leadership, Employee Onboarding, Presenting, Assessment Design, Google Drive, Microsoft Office, Relationship-Building, Collaboration
