DEXTER HIGH SCHOOL
Melanie Nowak, Principal
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To: Dexter Board of Education
From: Melanie Nowak
Subject: High School Assistant Principal Recommendation
Date: July 18, 2024

As a result of our most recent interview process, we would like to recommend Mrs. Rachel Hervey for the position of Dexter High School Assistant Principal.

Mrs. Hervey has served at the Washtenaw Education Options Consortium in roles that include Dean of Students, IB Coordinator, School Testing Coordinator, and Health and Physical Education Teacher since 2012. Additionally, she has several years of experience as an adjunct professor at Adrian College. With her vast knowledge and experience of the International Baccalaureate Programme, we are confident that Rachel will assist DHS in continuing our history of excellence in this area. Rachel is well versed and trained in social justice, social-emotional mental health curriculum, and standardized testing coordination. Additionally, she has a lot of experience in curriculum development and best practices implementation.

In 2021, Rachel Hervey was nominated as Michigan Teacher of the Year. When contacting Rachel's professional references, they had a myriad of great things to say about Rachel, including: phenomenal educator, collaborative, communicative, she goes above and beyond what is asked of her, she leads with positive relationship building, she's a dynamo, incredible capacity to manage colleague and student relationships with care. This list continues - there was not a lack of praise for Rachel.

Mrs. Rachel Hervey will be a great addition to the Dexter High School administrative team and positively contribute to Dexter Community Schools.

Interview committee: Melanie Nowak, Abby Holland, Barb Leonard, Ryan Bruder, Ken Koenig, Craig McCalla, Brett Pedersen, Katie See, Tammy Reich, Rob Dubay, Krickett Chamberlain, Suzie Spence, Ryan Baese, Jessica Baese, Lauren Straub, Kaitlyn Nelson, Amy Sadler, Alli Mattson

RACHEL HERVEY

RESUME HIGHLIGHTS

COMPLETE CV AND REFERENCES AVAILABLE UPON REQUEST

WISD Justice Leader

TRAILS K-12 Social-Emotional Curriculum Developer

Local, Regional & National Conference Presenter

2021 Michigan Teacher of the Year Nominee

★ Student advocate

★ Emphasis on relationship building

★ Passionate about diversity, equity & inclusion for all

★ Effective, organized and detailed communicator

★ Life-long learner

Administrative Experience

Dean of Students

Grades 6-12

Collaborate with Principal and Associate Principal; Hire, mentor and evaluate school support staff; Lead and implement all layers of student academic and behvaioral support; Develop student health and safety plans in collaboration with student support team

Curriculum Coordinator

International Baccalaureate Middle Years Program

Lead the development and implementation of all MYP curriculum to meet the standards and requirements of the local, state, national and IB governing bodies.

Testing Coordinator

PSAT, SAT, MSTEP, WorkKeys, IB, student testing accommodations

Oversee all aspects of testing including proctor training, schedule development and ensuring all state requirements are met

Teaching Experience

International Baccalauretate MYP & DP Educator

Physical & Health Education (MYP)

Sports, Exercise and Health Science (DP)

DP Examiner - Sports, Exercise and Health Science

MYP Workshop Leader, School Site Visitor

Contact information: [redacted] **or** [redacted]

Rachel R. Hervey

[redacted]

- ➢ Passionate about social justice, equity and inclusion for all
- ➢ Student-centered, enthusiastic, hard-working, organized communicator and educator
- ➢ Open-minded, reflective and caring student advocate
- ➢ Life-long learner with administration and teaching experience in diverse educational settings, working with students from a variety of backgrounds to become the best version of themselves

EDUCATION

Master of Arts in Educational Leadership, Supervision Emphasis
Central Michigan University, 2016 – 2017

Bachelor of Science in Kinesiology
Indiana University, 2006 - 2010
Major: All-Grade Physical Education Teacher Education
Minor: Health Education

CERTIFICATIONS, MEMBERSHIPS and AWARDS

Michigan Certification: K-12 School Administrator
Michigan Certification: K-12 Physical Education (MB) & Health Education (MA)

- International Baccalaureate (IB) Middle Years Program Workshop Leader/ School Visit Team Member & Diploma Program Sports, Exercise and Health Science Examiner
- Nominated for 2021 Michigan Teacher of the Year
- Author of "5 Ways to Make Health and PE Class More Inclusive: Students Speak Out"

TEACHING and LEADERSHIP EXPERIENCE

Washtenaw International High School and Middle Academy, Ypsilanti, MI, 2012 - Present
Dean of Students & MYP Curriculum Coordinator

- Collaborate with the Principal and Associate Principal to develop mission-centered school goals, policies and practices
- Member of administrative team, leadership team, emergency team and crisis support team
- Hire, train, supervise and evaluate graduate assistants using the Danielson Educator Evaluation and training process and other evaluation tools
- Develop, implement, evaluate and review school policies and practices including attendance, academic and student conduct
- Lead and implement student discipline using proactive and responsible strategies including restorative practices and equity-centered trauma-informed practices in collaboration with staff and administrators
- Coordinate and lead the IB MYP Evaluation process and lead faculty training and mentorship
- Oversee all IB Middle Years Program curriculum and implementation requirements to meet local, state and IB standards, support implementation of MYP curriculum for 6-10th grades in all core subject areas as well as Design Technology, Fine Arts, Physical Education and World Languages
- Support staff with IB MYP Curriculum development and facilitate professional learning
- Mentor and coach staff in collaboration with the administrative team
- Work collaboratively with administrative team to support students academically and behaviorally

- Communicate positively and professionally with students, families, staff, district leaders and community members to promote the school's mission, vision, goals and achievements
- Organized and oversaw all PSAT/ NMSQT, PSAT 9, PSAT 10, SAT, ACT WorkKeys, WIDA, MSTEP and Cambridge Assessment testing for the entire school including proctor training, schedule creation, test distribution and return process. Created invigilator schedule for IB exams.
- Supervised all senior year related activities including graduation, senior all night party, silent auction fundraiser and senior trip, main line of communication between 12th grade students and families and school, managed senior class budget, liaison between graduation vendor and school, liaison between graduation photographer and school, liaison between PTO and school for senior class needs

IB Middle Years & Diploma Program Physical and Health Education, Sports, Exercise & Health Science Teacher

- Planned and implemented daily lessons and assessments based on IB MYP and DP curriculum, implemented standards-based grading expectations and policies, utilized school online Google Classroom forum, used PowerSchool to take daily attendance, submit grades and communicate with students and parents, attended all staff meetings and professional learning events.

Physical and Health Education Department Head

- Mentored colleagues within department, created and implemented standards-based grading department policies, planned and led department meetings

National Honor Society Advisor (2013-2015)
Yearbook Club Advisor (2013-2015)

Adrian College, Adrian, MI, 2020 - Present
Adjunct Professor, Department of Teacher Education

- Planned and implemented weekly lessons and assessments based on department expectations for both in-person and remote classroom experiences
- Used Blackboard learning management system to post course material, communicate with students, provide feedback and grades

Saline High School, Saline, MI, 2011 - 2012
Health and Family and Consumer Science Teacher (Long Term Sub)

PROFESSIONAL LEARNING EXPERIENCES

- **County-wide Initiatives (Washtenaw County)**
  - Justice Leaders Collaborative White People Working for Racial Justice, 2020
  - Justice Leaders Collaborative Advanced Course, 2020
  - Justice League Collaborative Policy and Discipline Committee, 2020
  - Justice Leaders Collaborative Core Course, 2019
  - Social-Emotional Learning Workshops, 2019 - current
  - TRAILS K-12 Social-Emotional Learning curriculum development, 2019
- **External Task Force/ Committee Participation**
  - MTTC Bias Review Committee, 2020
  - IB MYP Curriculum Review Task Force, 2019
  - SHAPE America Skills Based Health Education Learning Activities Task Force, 2018
  - Southeastern Michigan Health Educator Learning Network Steering Committee Member, 2016 – Present
- **Workshop/ Conference Presenter**
  - SHAPE America National Conference 2024
  - SHAPE Michigan Conference, 2021, 2022, 2023

- Co-Host #SHAPEHealthEd Twitter Chat, April 2019, November 2020
- Building Relationships in Remote Learning - presented to University of Michigan School of Education student teachers, 2020
- PhysEd Summit, 2020
- Teaching Sex Ed in the Next Decade, 2020
- National PE Institute, 2019
- National Sex Ed Conference, 2019
- Teaching Beyond the Text; Skills Based Health Education, 2018
- Washtenaw County Achievement Initiatives Teacher Network Showcase, 2017
- University of Michigan School of Kinesiology Physical Education Workshop, 2010

❖ **International Baccalaureate Educator Network & Examiner (2018-current)**

- IB DP Sports, Exercise & Health Science Examiner
- IB MYP Physical and Health Education Workshop Leader
- IB MYP Launching the MYP Workshop Leader
- IB MYP Verification Visit Team Member
- IB Educator Network Middle Years Program Training

❖ **International Baccalaureate Training**

- IB Diploma Program, Category 2: Sports Exercise and Health Science, 2019
- IB Middle Years Program, Category 2: Physical and Health Education, 2016
- IB Diploma Program, Category 1: Sports Exercise and Health Science, 2012

◆ **Additional Professional Learning Experiences**

- INShape Virtual Conference - 2020
- PhysEd Summit - 2015, 2016
- LGBT+ Education for Educators, 2017
- Motivational Interviewing and Resiliency, 2017
- UM Depression Center Suicide and Depression for Health Educators, 2017
- Reproductive Health Education Training, 2011 and 2014
- Heads Up! Concussion in Youth Sports Training, Annual
- Project Adventure: Adventure Programming Workshop, 2012

References available upon request.