

Daphne LaBua-Stenzel

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EXPERIENCE

03M402: The Urban Assembly School for Green Careers NY, NY

Assistant Principal of Instruction, Special Education & Operations

2016 - PRESENT

- **Teacher and staff professional development and evaluation.** Conduct multiple goal-setting, monitoring, and reflection meetings with all faculty and staff. Conduct classroom observations, coach teachers through debrief conversations grounded in low-inference notes, and complete evaluative observation reports. Participate in Instructional Leadership Team meetings to identify professional development opportunities.
- **Curriculum development and pedagogy.** Participate in teacher team meetings, instructional rounds, lesson studies, student work analysis protocols and staff-wide workshops to revise curricula and improve practice.
- **Remote learning.** Facilitated the transition to a remote learning platform during the COVID-19 pandemic. Created and managed instructional accounting, attendance monitoring and parent outreach systems. Participated in teacher meetings to support remote instruction.
- **Special education.** Create and manage a calendar for special education compliance. Assign special education case managers responsible for Individual Education Plans (IEPs). Manage the School Based Support Team (SBST). Communicate regularly with DOE Central personnel to ensure compliance and quality. Participate in IEP meetings.
- **Partnership development.** Supervise and collaborate with Partnership Coordinator to support student work based learning and secure internships.
- **Behavioral support.** Facilitate protocols rooted in theories of Restorative Justice and Responsibility-Based Self Control.
- **Enrichment.** Develop an enrichment program to offer students a variety of experiences rooted in their interests.
- **Procurement of school supplies.** Worked with vendors and the NYCDOE Office of Payable Operations to secure services, and regularly reconciled the school's budget.
- **Payroll.** Supervised the payroll secretary and all overtime programs. Ensured that all programs were fully funded.
- **Facilities.** Collaborate with the Head Custodian, School Safety and Cafeteria personnel to ensure that the building is safe and operational.
- **Attendance.** Track school-wide attendance data, assign interventions, create incentive programs, and respond to attendance referrals.
- **Hiring.** Collaborated with members of the leadership team to craft questions for potential candidates based on school values. Participate in hiring.
- **Recruitment and enrollment.** Organize in-house presentations and classroom tours for prospective students and families. Created marketing materials, including school swag, brochure and video.
- **Technology.** Collaborated with faculty and staff to build and streamline a school website. Supervise technology support staff.

05M410: The Urban Assembly Institute for New Technologies NY, NY

Special Education Teacher, co-taught and self-contained History & ELA classrooms

2009 - 2016

- **Founding teacher.** Recruited by founding principal. Collaborated with colleagues to create school culture and essential procedures. Constructed and evaluated curricula, unit and lesson plans. Designed a comprehensive process for hiring and participated in the hiring of new staff. Coordinated initiatives to empower parents with resources and information. Wrote quality IEPs.
- **Curriculum development.** Participated in department team meetings to plan and revise curricula.

CERTIFICATES

School Building Leader

Generalist in Middle Childhood Education (Grades 5-9)

Students with Disabilities (Grades 5-9), Multi-Subject

SKILLS

Communication, analytical, organizational, and time management

Remote learning and blended learning technologies

MS Office Suite and G Suite

Curriculum development and classroom instruction

Use data to set goals and create action plans

Staff development and teacher training

Partnership development and management

Community outreach & engagement

Ability to work independently and meet deadlines

LANGUAGES

English, fluent

French, intermediate

Spanish, conversational

Greek, conversational

- **Instructional leadership.** Selected by principal to mentor first and second year teachers. Hired and coached by the Teacher Incentive Fund (TIF). Facilitated instructional rounds, lesson studies, student work analysis protocols and relevant staff-wide professional development workshops.
- **Youth development.** Established, managed and developed external partnerships, including Ramapo for Children, Lincoln Center Education, and Teen Thursdays with the Intrepid Museum, Studio Museum of Harlem and Apollo Theater. Identified partnerships by tracking data on student participation. Developed an enrichment program and delegated execution responsibilities to various teacher committees.
- **Technology and recruitment.** Developed systems for distribution, usage, return and inventory of school technology. Designed the school's brochure and created a recruitment video. Visited local elementary schools to share information.
- **United Federation of Teachers (UFT) Chapter Leader.** Conducted Chapter meetings to provide membership with information and resources. Facilitated Consultation Committee meetings to discuss and resolve faculty and staff concerns in collaboration with the administration.

RELEVANT RECOGNITION

Teacher Powered Schools
"Extraordinary Achievement Award"

Wallace Fellowship

Teacher Incentive Fund (TIF) Peer
Instructional Coach (PIC)

New York City Teaching Fellowship

Special Education Teacher of the
Year (2009)

Published op-ed article ("My Brain
Has A Sex?") in America Now (7th
ed.)

Tinkergarten Rockland County, NY

Leader
SPRING - FALL, 2016

- Facilitated parent-child experiences in nature for children ages 2-8.

11X455: Harry S. Truman High School NY, NY

Special Education Teacher, self-contained History & English classrooms
2007 - 2009

- New York City Teaching Fellow
- Planned, organized and executed a three-day, two-night trip for students to Washington, D.C. (2008 and 2009)
- Participated in the ninth-grade special education teacher team

References available
upon request

Greek Summer American Farm School in Thessaloniki, Greece

Counselor
SUMMER, 2006 & 2009

- Facilitated a six-week community service and travel program for American high school students in Greece.

EDUCATION

Bank Street College of Education: Principals Institute NY, NY

Masters of Education, GPA: 3.9
JANUARY 2013 - MAY 2014

- Wallace Fellow: nominated by principal, one of fifteen fellowships awarded by Principal's Institute
- Completed a Leadership Preparation Internship Program

Mercy College: New Teacher Residency Program NY, NY

Masters of Science, GPA: 3.9
JULY 2007 - MAY 2009

- New York City Teaching Fellowship

Tufts University Medford, MA

Bachelor of Arts: Political Science & French Literature, GPA: 3.6
AUGUST 2002 - MAY 2006

- Education for Public Inquiry and International Citizenship, Medford, MA (2005 - 2006)
- Women as Global Leaders conference at Zayed University, Abu Dhabi, United Arab Emirate (March 2006)
- Institute for International Mediation and Conflict Resolution (IIMCR), Cape Town, South Africa (January 2006)
- Paris III & Institut Catholique de Paris, Paris, France (2004 - 2005)