

Frank Alcorta Zavala, Ed.D.

EDUCATION

Ed.D. (Administrator Leadership for Teaching and Learning) February 2015	Walden University
MA Education (Curriculum and Instruction) May 2004	The University of Texas at San Antonio
BA Criminal Justice (Law Enforcement) December 2002	The University of Texas at San Antonio
Associate of Science , May 2000	Palo Alto College, San Antonio, TX

WORK HISTORY

Administration

Principal, Palo Alto Elementary School (B - Rated Campus) 07/2020 – Present
B Rated District and the only campus in the School District with an Academic Distinction for Top 25 Percent: Comparative Academic Growth. Attained Lighthouse status through the Franklin Covey Leader in Me program during the COVID year 2019-2020 (the only campus within 25 miles of us). Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process. Provide for two-way communication with superintendent, staff, students, parents, and community. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement. Ensure the effective and quick resolution of conflicts.

Principal, Shepard Middle School 06/2019 – 07/2020
Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process. Provide for two-way communication with superintendent, staff, students, parents, and community. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement. Ensure the effective and quick resolution of conflicts.

Assistant Principal, Kindred Elementary School (2019 Turnaround administrator IR to a B rating) 07/2015 - 06/2019
Assistant Principal duties such as testing coordinator, budget, 504 coordinator, textbooks, calendar, discipline, scheduling, substitutes, teacher appraisal, interviewing staff, PBIS, work orders, duty assignment rosters, emergency plans, ensure use of curriculum, attendance issues, parent conferences, custodians, inventory and other duties as assigned. (5 distinctions earned for the 2015-2016 year most in the district)

District Special Needs Coordinator, South San Antonio ISD – Head Start 09/2013-06/2015
Responsible for the implementation of the Disabilities and Mental Health components of the Head Start program. Oversee the development of appropriate plans and activities for each student who requires additional services under the Disabilities Component. Provide professional development to school staff on special education topics (e.g., best instructional practices, behavior management) and legal issues.

Assistant Principal, Mark Twain Middle School 11/2011-08/2013
Duties such as testing, Advanced Placement Coordinator, registration coordinator, placement review committee, crisis management plan, RTI's, hearings, textbooks, calendar, discipline, monitoring extracurricular activities, scheduling, teacher appraisal, CHAMPS, work orders, parent conferences, custodians, inventory and other duties as assigned.

Assistant Principal, Somerset Elementary School (Texas Recognized Campus) 08/2009- 10/2011
Assistant Principal duties such as testing coordinator, budget, 504 coordinator, textbooks, calendar, discipline, scheduling, substitutes, teacher appraisal, interviewing staff, CHAMPS, work orders, duty assignment rosters, emergency plans, ensure use of C-Scope curriculum, attendance issues, parent conferences, custodians, inventory and other duties as assigned.

Assistant Principal, Jackson Middle School 08/2007- 07/2009
Assistant Principal duties such as textbooks, lockers, budget, calendar, discipline, monitoring extracurricular activities, scheduling, teacher appraisal, interviewing staff, CHAMPS, work orders, duty assignment rosters, emergency plans, fundraisers, attendance issues, parent conferences, custodians, inventory, chair of discipline management and technology committees and other duties as assigned.

Principal for Summer School, Morrill Elementary 04/2007- 06/2007
Served as principal for summer school Kinder through 5th grade. Duties for summer school included interviewing & selecting teachers and staff for summer school, budget, serve as TAKS coordinator for site, meetings with Central Office, deal with discipline situations, data reporting, parental involvement, classroom walk-through's and oversee campus activities.

Assistant Coordinator (Vice Principal) for Summer School at Holy Cross High School 05/2007-06/2007
Assist with enrollment, interviewing & selecting teachers and staff for summer school, scheduling, assignment and budget for summer school at Holy Cross High School when time permits usually evenings and weekends.

Vice Principal for Summer School at Holy Cross High School 05/2006-07/2006
Schedule classes for students, interviewing & selecting teachers and staff for summer school, assist with budget, assign students to classes, keep track of textbooks for students, deal with discipline referrals for high school and middle school students as needed and teach English to incoming freshmen.

Teaching

Physical Education Teacher/ Administrative Assistant, Vestal Elementary 08/2005-08/2007
Teach physical education courses for grades Pre-K through 5. Assist administration as necessary with TAKS data, discipline as needed, member of the Campus Professional Educators Review Committee, member of crisis team,

translations, scheduling, textbooks, fundraisers, faculty meetings, parental letters, patrols, school webmaster and other duties as assigned.

Special Education Behavior Unit Instructor, Vestal Elementary (Harlandale ISD) 08/2003-05/2005

Teach all academic courses to students in a self-contained behavior unit classroom for the emotionally disturbed. Utilize Tough Kid toolbox, Boystown Model, Love & Logic, etc. to teach social skills.

Other

Adjunct Faculty, Texas A&M University San Antonio – part time

08/2023-Present

Teach courses in the First Year Experience Program.

Adjunct Faculty, Texas A&M University San Antonio – part time

01/2010-06/2014

Teach courses in the education field for students seeking teacher certification in traditional and online settings.

Fitness Trainer, Edgewood ISD Employee Fitness Center – part time

08/2006-08/2011

Provide personal training to faculty and staff of the Edgewood ISD for the Employee Wellness/Fitness Program.

Holy Cross High School/ Junior High. Basketball, Football and Track Coach

08/2002-05/2006

Head coach of the junior high football team and assistant coach of the high school varsity football team. Head coach of the freshman basketball team and assistant coach of the varsity high school track team.

CERTIFICATIONS

- T-TESS, T-PESS, PDAS and ILD certified
- Texas Superintendent Certificate EC-12
- Texas Principal Certificate EC-12
- Texas Educator Certificate in EC-12 Generic Special Education
- Texas Educator Certificate in EC-12 Physical Education
- CPR and First Aid certified
- CPI certified

QUALIFICATIONS

- Computer: MS Works, Word, Excel, Power Point, Internet research
- Completed Harlandale Leadership Program for future administrators.
- Completed North East ISD Administrative Training Program.
- Training in Dr. Stephen Covey's 8th Habit of Highly Effective Leaders entitled *Leadership: Great Leaders, Great Teams, Great Results, The 4 Imperatives of Great Leaders and Clarifying Your Team's Purpose and Strategy*.
- Completed all 3 technology proficiency levels to meet State Board of Education technology standards.
- 3 Minute Walk-Through training completed
- 360 Walk-Through training completed
- Texas A&M University – 2011 Teaching Excellence Award