

Portia Lee

4521 Whistling Way, Raleigh, NC 27616

(919) 928-6172

pkharmon@ncsu.edu

Electronic portfolio (draft): ncsu-lee.weebly.com

OBJECTIVE

I am a reflective education professional with a strong commitment to the development of students, staff, and families. I take pride in being a dedicated team player who believes in data-driven decisions. My philosophy is based on the belief of building authentic relationships with all stakeholders to cultivate a learning environment conducive to growing each child, individually, to their fullest potential, academically and socially. I aim to encourage engaging, collaborative, and equitable auxiliary learning experiences to foster academic achievement.

EDUCATION

North Carolina State University, Raleigh, NC

Master of School Administration

May 2020

- Fully-funded scholarship from a top principal preparatory program in the United States (One of only five universities to earn the distinction from UCEA)

North Carolina Central University, Durham, NC

Bachelor of Science in Criminal Justice

May 2012

Bachelor of Arts in Elementary Education

May 2016

CERTIFICATION

North Carolina Professional Educator's License

School Administrator: Principal, provisional

K-6 Elementary Education

PROFESSIONAL EXPERIENCE

Principal Resident

2019-present

Riverside High School: Durham Public Schools

- Building foundational relationships with students, teachers, staff members, parents, and community members
- Executing administrative responsibilities in a high school setting with a student population of over 1700
- Collecting and analyzing student academic and behavioral data to provide interventions and support
- Leading conferences with parents and other professionals
- Providing support and guidance to new teachers
- Conducting formal and informal teacher observations and classroom walkthroughs
- Implementing school-wide initiatives focusing on integrating literacy in all content areas, higher-order thinking questions, collaboration, and restorative practices
- Supervising student activity during lunch periods and assisted with student transportation
- Collaborated with administration on procedural decisions and judgments on sensitive, confidential issues.
- Research, design, and implement a year-long problem of practice focusing on ACT preparation for all juniors taking the ACT.
- Assisting with organizing and locating Review of Accommodations and identifying testing locations for proctors while serving on the testing team for EOC and NCFE exams

Third Grade Teacher

2013-2019

Parkwood Elementary School: Durham Public Schools

- Collaborated with team to create lessons across the curriculum, aligned with Common Core state standards
- Delivered differentiated lessons and instructional practices within the classroom
- Analyzed data from mClass, iReady, state and district assessments to guide instruction in both whole and small groups
- Developed and maintained meaningful relationships with staff, students, and parents
- Served as a liaison between grade level and resource staff members as the grade level chair
- Ranked in the top 25% in the state and district three consecutive years by exceeding growth

LEADERSHIP EXPERIENCE

AIG Committee	2015-2019
PBIS Committee	2015-2019
Beginning Teacher Mentor	2016-2019
Leadership Learning Network (L2N)	2017-2018
mClass Coordinator	2017-2019
<ul style="list-style-type: none">• Created and maintained classroom rosters for all grade levels within the school• Organized student data based on assessment results	

SPECIALIZED TRAININGS AND CONFERENCES

Flipped Classroom Training, Dr. Lodge McCammon	May 2018
Carnegie Training, Dr. B. Fusarelli	May 2018
Madeline Hunter Mastery Teaching, Dr. Ashley	June 2018
Emotional Intelligence, Dr. Wirt	June 2018
Literacy Training at Hill Center, Dr. Bryan Brander	June 2018
BB&T Leadership Training, Sally Woods	June 2018
Restorative Discipline, Kelley Johnson	June 2018
Teach Like a Champion/First Days of School, Dr. Nicole Smith	July 2018
Crucial Conversations, Dr. Riddick	July 2018
Understanding by Design, Dr. Champion	July 2018
Racial Equity Institute, Wanda Hunter and Deena Hayes-Greene	August 2018
Social Justice Retreat, Dr. B. Fusarelli	September 2018
Ron Clark Academy, Atlanta, GA, Dr. B. Fusarelli	October 2018
Digital Storytelling, Dr. B. Fusarelli	November 2018
Maxwell Training, Dr. Ruth Steidinger	February 2019
Equity Retreat, Dr. B. Champion	March 2019
LGBTQ Training, Matt Hickson	April 2019
Time Management Training, Kelly Perin	May 2019
AEI Field Experience, Dr. B. Fusarelli, Washington, DC	June 2019
CPI Training: Non-violent crisis intervention, Dr. B. Champion	July 2019
NC Child Hunger Leaders Conference	February 2020
ASCD Conference, Los Angeles	March 2020

REFERENCES

Tonya Williams Leather, Principal of Riverside High School, tonya_williamsleathe@dpsnc.net, 919-560-3965

Dr. Bonnie Fusarelli, Professor and Director of Northeast Leadership Academy, bonnie_fusarelli@ncsu.edu, 919-631-2026

Dr. Pat Ashley, Executive Coach of Northeast Leadership Academy, dr.pat.ashley@gmail.com, 919-768-0242

Bill McNeal, Leadership Coach of Northeast Leadership Academy, bmcneal2@gmail.com, 919-740-2287

Michelle Bell, Principle of Forest Pines Elementary, mkbell@wcpss.net, 919-562-6262