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## VITAE

# Monica Gutierrez, Ph.D.

151 Barry St., Uvalde, Tx. 78801

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- Education**
- 2002 Texas A&M University College Station, Tx.  
**Doctor of Philosophy**
- Educational Human Resource Development
- 1991 Sul Ross State University-Rio Grande College Uvalde, Tx.  
**Master of Education**
- Counseling
- 1988 The University of Texas at Austin Austin, Tx.  
**Bachelor of Science in Education**
- Elementary education with a concentration in biology
- 1984 Southwest Texas Junior College Uvalde, Tx.  
**Associate of Arts**
- Basics
- Higher Education Experience**
- 2003 (Fall) to present Sul Ross-Rio Grande College Uvalde, Tx.  
**Instructor of Undergraduate and Graduate Courses**
- 3300 The Teaching Profession
  - 3301 Curriculum Development & Teaching Strategies
  - 3301 Math and Science Methods
  - 3302 Educational Psychology
  - 3303 Methods & Classroom Management
  - 4320 Diverse Populations
  - 4601, 4605, 4607, Student Teaching
  - 5313 Career Counseling
  - 5314 Personality and Counseling Theories
  - 5315 Standardized Assessment Principles
  - 6320 Substance Abuse
  - 6323 Marriage and Family Counseling
  - 6333 Ethical, Legal, and Professional Issues in Counseling
  - 7302 Management of Counseling Programs

**Public School  
Experience**

2002 (Fall) to present      Uvalde High School      Uvalde, Tx.

**Career and Technology Education Counselor**

- Coordinate the high school Career Center by administering career interest inventories, providing career awareness information and organizing career portfolios. Also assist with establishing career pathways and four year plans for all students at UHS.
- Push college awareness and the importance of higher ed. by arranging guest speakers, college reps, and assemblies.
- Offer scholarship opportunities to students through local and national scholarships. Coordinate financial aid, SAT/ACT testing and completion of college applications.
- Serve as the ENLACE (Engaging Latino Communities for Education) grant coordinator in order to help Hispanics stay in school. Work with dropout prevention, improving attendance, assisting students with the transition to college, arranging college visitations, organize "College Day", and supervise the ENLACE secretary.

1999 to 2002 (Spring)      Uvalde High School      Uvalde, Tx.

**High School Counselor**

- Guided students with personal concerns dealing with academics, social, emotional, chemical dependency and community services.
- Assisted students with future plans such as college applications, financial aid, scholarships, and test requirements.
- Helped students take advantage of tests and opportunities at UHS, such as ACT, PSAT/SAT, Advanced Placement, TASP, TAAS, and Credit by Exam.
- Guided students and assisted them with taking advantage of various opportunities afforded to them such as Advanced Placement Courses, Dual Enrollment courses, Correspondence Courses, Degree Plans, Evening Classes, and graduation requirements.
- Worked with special programs to help students in the following areas: migrant, special education, ESL, Section 504, gifted and talented and more.

1997 – 1999      Uvalde CISD      Uvalde, Tx.

**Coordinator of Administrative Services**

- Supervised the district crisis plan, the textbook adoption process, New Hope Daycare, student transfers, and the approval of field trips.
- Coordinated Texas Public Schools Week, New Teacher Orientation, district staff meetings and acted as the Title IX Coordinator.
- Addressed parent concerns and appeals, the Alternative Education Program, and acted as the district's Hearing Officer for expulsions.
- Supervised various personnel including: nurses, Pregnancy Education Coordinator, Counselors, Substitute Teachers, Testing/Textbook Coordinator and Student Teachers.
- Addressed preventative measures for dropout recovery, the DARE Program, Attendance/T truancy monitoring, as well as implemented the Drug-Free Schools Grant.
- Reported Board Minutes and Board Reports, Records Management, and the UCISD Report to Court.

1996 Summer Uvalde CISD Uvalde, Tx.

**Lead Teacher (Pk – Grade 7)**

- Lead Teacher for the Uvalde CISD migrant summer school session.
- Facilitated six campuses with the Project SMART summer school program. In addition, coordinated weekly outings, a finale field trip, and the distribution of supplies and materials.

1991 - 1996 Batesville School/UCISD Batesville, Tx.

**Counselor (Pk – Grade 8)**

- Assisted Pre-kindergarten through eighth grade teachers in the areas of psychological, guidance, assessment, and special programs.
- Worked closely with bilingual, migrant, at-risk and students in low-economic status classifications.
- Assisted in administrative decision-making duties and supervised faculty and staff in principal's absence.
- Used strong listening and mediating skills to help staff resolve interpersonal differences.

1991-1992 Batesville School/UCISD Batesville, Tx.

**Half-Time Teacher (Grades 7 and 8)**

- Taught Jr. High Students "Career Investigations" and "Life Management Skills".

1989 – 1991 Batesville School/UCISD Batesville, Tx.

**Teacher (Grades 2 and 3)**

- Maximized learning through teaching diverse students at a level that was appropriate to the student's learning abilities and reflected their needs.
- Taught grade 2 with an emphasis on classroom teaching as an integrated method of learning and provided a wide range of learning activities in a warm, supportive environment.
- As a classroom teacher of students in a grade 3 transitional setting, utilized an interactive hands-on approach for the teaching of students who were 2 or more years behind grade level.

1988-1989 Linder Elementary/AISD Austin, Tx.

**Teacher (Grade 1)**

- As a first grade bilingual teacher, taught all content areas in both English and Spanish.

**Professional memberships**

Kappa Delta Pi Honor Society

- Inducted 5-3-98

Phi Kappa Phi Honor Society

- Inducted 4-27-01