

Bess Catchings

Instructional Coordinator

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Phoenix, AZ 85032

Education

**Master of Education in
Curriculum and Instruction
at Arizona State University,
Tempe, AZ**

Sep 2013 - May 2018

Relevant Coursework:
Curriculum Design and
Development, Instructional
Strategies and Assessment,
Educational Research,
Educational Technology,
Culturally Responsive Teaching,
Diversity and Inclusion, Teacher
Leadership, and Educational
Policy and Advocacy.

Links

[linkedin.com/in/besscatchings](https://www.linkedin.com/in/besscatchings)

Skills

Curriculum Development

Assessment Design

Teacher Training

Learning Management Systems
(LMS)

Educational Technology
Integration

Data Analysis

Differentiated Instruction

Languages

English

Profile

Results-oriented Instructional Coordinator with 5 years of experience in designing and implementing effective educational programs. Proficient in curriculum development, teacher training, and performance evaluation. Skilled at identifying areas for improvement and developing innovative solutions to enhance student learning. Demonstrated ability to collaborate with teachers and administrators to achieve educational goals. Strong organizational and communication skills, with a proven track record of fostering positive relationships among all stakeholders.

Employment History

Instructional Coordinator at Arizona Department of Education, AZ

Mar 2023 - Present

- Successfully designed and implemented a statewide curriculum update for over 2,000 schools, leading to a 15% improvement in standardized test scores within two years.
- Coordinated professional development programs for over 5,000 educators, resulting in a 25% increase in teacher retention rates across the state.
- Streamlined the process of instructional material selection and adoption, saving the department an estimated \$500,000 in annual costs while maintaining high-quality educational resources for students.

Assistant Instructional Coordinator at Mesa Public Schools, AZ

Aug 2018 - Jan 2023

- Led the development and implementation of a new curriculum for Mesa Public Schools, resulting in a 10% improvement in overall student performance within one academic year.
- Successfully coordinated and managed a team of 20 instructional coaches, leading to a 15% increase in teacher satisfaction and a 12% decrease in teacher turnover.
- Streamlined the assessment process for over 30,000 students, leading to more accurate data collection and a 20% reduction in time spent on administrative tasks.
- Organized and facilitated professional development workshops for over 1,000 teachers, resulting in a 25% increase in the adoption of evidence-based instructional practices.

Certificates

Certified Professional in Learning and Performance (CPLP)

Feb 2022

International Society for Technology in Education (ISTE) Certification

Dec 2020

Memberships