

***Olivia J. Hodges***

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***PERSONAL SUMMARY***

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- Energetic, results-oriented Professional Executive, with a doctorate in Educational Leadership, offering thirty years of success in Educational Leadership and Teaching Excellence. Areas of expertise include principal P-12 leadership and administrative experience, curriculum development, and class instruction within both the University and Public School systems.
- Excellent interpersonal and communication skills. Able to lead individuals in a team effort to achieve goals and objectives.
- Strong change management experience. Able to create a vision and build alignment.
- Extensive experience with state and regional accreditation agencies.
- Engaged in the early development of a manual on crisis interventions within school buildings.
- Strong data collection and analysis skills.

***PROFESSIONAL EXPERIENCE***

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**UNIVERSITY OF SOUTH FLORIDA, St. Petersburg, FL**

**2007-Present**

As a visiting instructor with the College of Education at USF - St. Petersburg for two and one-half years, has served on the Partnership Committee, helped to align courses to the Florida Principal Leadership Standards, taught classes and assisted in the updating of “the departments website”.

Specific experience in this role includes:

- Assisted in aligning course objectives to Florida Principal Leadership Standards (FPLS)

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- Guided Program Faculty in the identification of critical assignments for Ed. Leadership
  - Assisted in the alignment of syllabi to FPLS
  - Served as department's NCATE contact
- Assisted in updating department's web site for Collaborative Digital Network (CDN)
- Served as University/School District Partnership contact
- Taught the following classes:
  - Administrative Practicum
  - Principalship
  - Data and Technology development
- Mentored Adjunct Staff
- Collaborative Digital Network (CDN) program evaluator
- Served on the Professional Partnership Committee for the College of Education
- Supervised Elementary Education Level I teacher interns
- Provided instruction to Elementary Education Level I Interns on writing objectives
- Provided instruction to Elementary Education Level I Interns on writing lesson plans using Understanding By Design (UBD)

### **SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)**

**1990-Present**

#### **AdvancED Reader and Reviewer**

**2007-Present**

- Edit state accreditation reports

#### **Council on Accreditation and School Improvement (CASI) Quality Assurance Chair**

- Invited by State Director to be trained in the new Quality Assurance model
- Focused on quality performance of school
- Assisted school in preparing for the Quality Assurance visit
- Worked in collaboration with school's internal facilitator
- Selected team members for the accreditation visit
- Provided communication to all stakeholders involved in the visit

#### **SACS Chair and External Facilitator**

**1990-2006**

- Evaluated school's adherence to Quality Standards
- Assessed effectiveness of school's improvement efforts
- Reviewed results and usage

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- Provided high quality feedback
- Analyzed data to ensure meaningful commendations and recommendations
- Communicated Quality Assurance Team findings to school staff

### **Internal District Facilitator, Gwinnett County Public Schools, Suwanee, GA 2002-2003**

- Coached Administrators through preparation of a written report based on school improvement data
- Assisted school based SACS teams in analyzing data to write report
- Provided insight regarding data needed for on-site accreditation team visit
- Coached Central/District officials in accreditation process
- Reviewed and edited reports for approximately 30 schools

### **FREEMAN'S MILL ELEMENTARY PRINCIPAL, Suwanee, GA 1999-2006**

In 1999, was selected by the Superintendent to open Freeman's Mill, a new school, after having been Principal of a high-achieving Gwinnett County Elementary School. This role required a high level of collaboration and communication skills and a focus on building a school that embodied the characteristics of quality and high standards. A few specific responsibilities included:

- Supervised a student body of over 1150 students, 126 faculty and staff
- Generated collaborative focus among all stakeholders to promote student success
- Collected, disaggregated and used data to make decisions to promote student academic gains
- Organized teams and promoted teamwork to focus on gains in quality and student academic gains
- Modeled quality characteristics
- Provided professional learning opportunities for all staff members
- Aligned curriculum to Georgia State Standards
- Organized collaborative grade level teams to focus on student data and curriculum strands
- Empowered Special Education teachers to organize collaborative/inclusive instruction
- Screened and recommended potential staff to school board
- Managed County allotted funds
- Led Site Based Management Process

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**DACULA ELEMENTARY PRINCIPAL, Dacula, GA 1989-1999**

In ten years as principal, student achievement performance levels rose from twenty-fourth to fourth. Accomplishments were achieved while moving the entire faculty and staff into new facilities and organizing and leading a “School within a School”.

**BROOKWOOD ELEMENTARY ASSISTANT PRINCIPAL, Snellville, GA 1988-1989**

- Assisted the Principal in running school operations
- Supervised a student body of 1350 elementary students
- Managed school-wide discipline process
- Developed strategies to increase teacher morale

**DACULA HIGH SCHOOL ASSISTANT PRINCIPAL, Dacula, GA 1984-1988**

- Assisted the Principal in faculty and staff supervision
- Implemented computer-based scheduling
- Initiated teacher collaborative discussion process regarding student achievement
- Supervised a wide variety of student activities

**GWINNETT COUNTY HIGH SCHOOL ASSISTANT PRINCIPAL/  
COMMUNITY SCHOOL DIRECTOR 1981-1984**

- Collaborated with local City and County Government to begin a community school
- Employed teachers to instruct a wide variety of classes
- Collaborated with Dekalb Community College to offer college evening classes on the High School campus

***PROFESSIONAL AFFILIATIONS***

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Contributions to the profession through professional membership includes:

- Association for Supervision and Curriculum Development
- American Association of University Women
- Phi Delta Kappa
- Alpha Delta Kappa
- Florida Council on Accreditation and School Improvement

***HONORS AND RECOGNITION***

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- Georgia School of Excellence, Georgia Superintendent of Schools, 2007
- Georgia's Single Statewide Accountability System, Bronze Award, 2006
- Georgia's Single Statewide Accountability System, Silver Award, 2005
- Gwinnett County Relay for Life, Event Chair, Outstanding School, 1998
- Leadership Gwinnett, Gwinnett Chamber of Commerce, 1995 Class Graduate

***EDUCATION***

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Ed.D.	Educational Leadership, Clark-Atlanta University Atlanta, GA 1992 Dissertation (The Perception of Principals, Teachers, and Peer Coaches Regarding a School Districts Peer Coaching Model and Its Impact on Teaching Practices, Teacher Collaboration and Teacher Morale)
M.Ed.	Educational Leadership, Georgia State University Atlanta, GA 1979
BS.Ed.	Health and Physical Education, Savannah State College Savannah, GA 1977

***ADDITIONAL TRAINING AND DEVELOPMENT***

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Quality at Work, Gwinnett Technical School, Lawrenceville, GA 1996

Brain Based Learning, Jensen Learning Corporation, San Antonio, TX 1999

Understanding by Design Academy, Grant Wiggins & Jay McTighe,  
Los Angeles, CA 2003

Learning-Focused Strategies, Max Thompson, 2004

Professional Learning Communities at Work: Best Practices for Enhancing Student  
Achievement, National Education Services, Las Vegas, NV 2004

*Olivia J. Hodges*

**REFERENCES**

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