

MICHELLE TORAL

EDUCATION

- 2022 **Miami Dade College**
Early Childhood Inclusion Certification
- 2021 **Harvard** Zaentz Professional Learning Academy at the Harvard Graduate School of Education
Certificate in Early Education Leadership
- 2021 **National Head Start Associations** Data Credential Certification
- 2017-
In progress **University of Florida**
Currently working on a Professional Practice Doctorate in Curriculum and Instruction with a specialization in Teacher Leadership and Professional Development
- Fall 2006-
Spring 2009 **University of Florida**
Master of Science in Curriculum and Instruction: Teacher Leadership for School Improvement with Reading Endorsement
- Summer 2002 **Florida International University**
Certification coursework for Early Childhood
- Fall 1998-
Spring 2002 **Florida International University**
Bachelor of Science in Elementary Education with Teaching English Speakers of Other Languages (TESOL) Endorsement

WORK EXPERIENCE

- June 2017-
Present **Miami Dade Community Action and Human Services Department** Miami, FL
Head Start Section Manager
- Supervises and collaborates with the different service areas to ensure high-quality services are provided with a special focus on Mental Health, Education and Disabilities
 - Coordinates the Policy Council and presents to the Governing Board
 - Created a 3-tiered Quality Assurance model to support Continuous Quality Improvement
 - Collects and analyzes data periodically to ensure growth on the Self-Assessment
 - Works with the service areas to complete the Program Information Report
 - Meets with Quality assurance unit to create tools that meet the performance standards, creates guidance documents to ensure reliability of tools.
 - Analyzes monitoring reports, uses Statistics Reports to identify systemic trends in data to be addressed by the grantee, and implements systems to ensure compliance by providing Training and Technical Assistance
 - Analyzes CLASS and COR data to create and implement a professional development plan that meets the needs of staff
 - Conducts Health and Safety trainings and walk throughs to ensure all center locations are meeting requirements for local, state, and federal standards.
 - Works with Facilities Supervisor to ensure that all of the needed repairs are conducted in a timely manner
 - Works with the Family and Community Engagement Coordinator to create events that engage families such as Daddy and Me at the Museum, Back to School with Dad and the Head Start Adventures.
 - Meet with the Executive Directors from all delegate agencies to discuss data, action steps needed and new initiatives
 - Implements new initiatives to promote the program
 - Partners with the Libraries, Parks, and Public Housing Departments to promote family engagement, and recruitment/enrollment.
 - Creates a communications and social media plan to positively promote the Head Start program and to share information
 - Works with the ERSEA Coordinator to target zip codes for recruitment and enrollment.
 - Manages the HeadStartInfo@miamidade.gov and Website
 - Works with Human Resources to identify areas of need, and support professional development opportunities, as well as recruitment of staff.
 - Created a staff recruitment campaign

- Coordinates an Infant and Toddler Conference each year for all Early Head Start staff members.
- Coordinates a Health Summit to spotlight the importance of relational health and early care education.
- Participates in the Miami-Dade County Mayor's Blue Ribbon Commission for Children
- Uses ChildPlus system to view reports and analyze data.
- Communicates and collaborates with community partners
- Problem-solves issues as they arise
- Pre-Service Chairperson-Conducts Pre-Service for over 1,200 staff members ensuring all participants receive required trainings, as well as trainings based on the data and needs of the program.
- Works with the Children's Trust Book Club to create the content for all Book Club Parent Guides for infants, and toddlers.
- Wrote and received a grant to design and create a Head Start mobile services bus to bring services to all communities.
- Launches new initiatives to support the current needs of the program to include:
 - Transition 305,
 - HS All Abilities Inclusive Environments Campaign,
 - Leading for Equity: Center Director Community of Practice,
 - Pop Up Professional Development and Pop In Professional Developments.
- Knowledgeable of the following Curriculums: HighScope, Montessori, Creative Curriculum, and Partners for Healthy Babies
- Knowledgeable of the following assessments/screenings: COR Advantage, Galileo, PLS-5, ASQ-3 and ASQ-SE, Deca, and Acuscreen
- Knowledgeable of the following computer-based programs: Ready Rosie, Waterford, Teaching Strategies Gold and Learning Genie.
- Reliable CLASS Observer for Preschool

Dec. 2015-
June 2017

M-DCPS Head Start/Early Head Start, Department of Early Childhood Programs

Miami, FL

District Supervisor

- Collaborates with the different service areas to ensure high-quality services are provided
- Coordinates M-DCPS' Policy Committee and Governing Board
- Collects and analyzes data to ensure growth on the Self-Assessment
- Works with the service areas to complete the Program Information Report
- Analyzes monitoring reports, creates corrective action plans, and implements systems to ensure compliance
- Analyzes CLASS and Galileo data to create and implement a professional development plan that meets the needs of staff
- Conducted Leader2Leader Professional Development opportunities for school-site administrators
- Implements new initiatives with Head Start/Early Head Start Parents including:
 - Connect@Home,
 - Read & Rise Literacy Parent Trainings,
 - The Good for Me Book Club, and
 - the Class Lending libraries and Math Parental Engagement kits.
- Implements new computer software program for children
- Plans and coordinates Parent Orientations.
- Uses ChildPlus system to analyze reports and enter data.
- Communicates and collaborates with community partners

March 2015 and
February 2024

University of Florida's Early Learning Florida/Flamingo Early Learning

Online

Online Instructor

- Worked on the Pilot Program to improve Operating System and course work
- Participated in a virtual PLC of online instructors
- Facilitated 8 and 11 week courses to Early Childhood Providers throughout Florida
- Instructed courses such as: Language Modeling for Preschool Children, and Quality of Feedback
- Provided instruction in the Micro-credential

March 2014-
Dec. 2015

M-DCPS Head Start/Early Head Start

Miami, FL

Curriculum Support Specialist

- Implemented a coaching and mentoring system to support teachers' growth
- Analyzed Galileo data to support teachers in planning developmentally appropriate activities for children
- Created and delivered professional development opportunities for teachers
- Collaborated with other service areas to provide high-quality services
- Created lessons and resources for teachers
- Implemented the Reading Corps. Literacy Intervention Program
- Facilitated Communities of Practice for teachers

Aug. 2003-

M-DCPS The English Center

Miami, FL

Aug. 2006

Teacher

- Taught ESOL to adults (Levels: Foundations to 2) and CDA courses
- Created activities and assignments to meet the objectives.

Aug. 2002-
March 2014

Lillie C. Evans K-8 Center

Miami, FL

Teacher

- Head Start (3- and 4-year-old children), Prekindergarten, first, and second grade
- Created, coordinated and implemented developmentally-appropriate lessons and activities using the High Scope Curriculum.
- Planned parent conferences, home visits, and a variety of parental involvement activities
- Collects and Analyzes student data using Galileo and anecdotal notes.
- Planned and collaborated with other Head Start, Prekindergarten, and kindergarten teachers

CERTIFICATIONS

State of Florida Teacher Certification (Early Childhood, Elementary Education, and ESOL)

Professional Development Specialist for CDA Council (In progress)

Playground Safety & Supervision Certificate (2020-Present)

NHSA Data Credential (Spring 2021-Present)

CLASS-Certified Observer (Oct. 2014-Present)

Harvard Graduate School of Education **Certificate in Early Education Leadership**

University of Florida's Communities of Practice Certified Coach (2016-Present)

Making the Most of Classroom Interactions (MMCI) Trainer (2015-Present)

Pyramid Behavior Model Trainer

Partners for Healthy Babies Curriculum

HighScope Train-the-Trainer (In progress)

Instructional Practices Inventory (IPI) Reliable Data Collector- (2008-Present)

Clinical Supervision Certified (December 2003)

AWARDS

The Children's Trust Book Club Content Creator for Parent Book Guides This project won the Grantee a National Associations of Counties Award for Children & Youth (2021), the Head Start Region IV Edward Zigler Innovation Award (2021) and the Florida Head Start Association's Edward Zigler Innovation Award (2021)

2015 Central Regional Finalist for Miami-Dade County Public Schools' Teacher of the Year

ACTIVITIES

Presented Original Work at the following Conferences:

- Florida Head Start Association Annual Conference (2019, 2020, 2021, 2022)
- Head Start Region IV Annual Conference (2020, 2021, 2022, 2023, 2024)
- One Goal Summer Conference (2015,2017,2018, 2019, 2021, 2022, and proposal accepted for 2023)
- NAEYC (2022, 2023)
- NAEYC Professional Learning Institute (2023)
- National Head Start Associations Parent and Leadership Conference (December 2016)

FHSA Professional Development Co-Chair (2020, 2021, 2022, 2023, 2024)

Facilitated the Head Start Academy Communities of Practice (2015-2016)

University of Florida Annual Learning Showcase (2008-2013)

- Presented a variety of action research projects that were implemented within the school/classroom.

Professional Development Liaison (2010-2014)

Facilitator Learning Community (Fall 2009-2011)

- Facilitated a Professional Learning Community (PLC) of teacher leaders from various schools in my region

Trained NSRF Facilitator (Fall 2007- Present)

- Facilitated On-boarding Institutes and Coaches' Training Workshops across counties in Florida.

Ready Schools Miami Initiative (Fall 2007-Fall 2009)

- Planned and Facilitated monthly Professional Learning Communities (PLC's) at school.
- Facilitated On-boarding Institutes and Coaches' Training Workshops for other teachers in Miami Dade
- Collected Instructional Practices Inventory (IPI) data

SKILLS

Computer:

Microsoft Office 365 Suite: Word, Teams, Excel, Power Point, Outlook, Zoom, ChildPlus, Galileo, COR Advantage, efficient typist

Communication:

Excellent communication skills; articulates ideas clearly and completely, orally as well as written.

Organization:

Possess multi-tasking abilities and strong organizational skills

Foreign Language:

Fluent in speaking, reading, and writing **Spanish**