

Kaylee Herrera

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Education

MASTER OF EDUCATION IN INSTRUCTIONAL DESIGN

SEPT 2024 | WESTERN GOVERNORS UNIVERSITY

BACHELOR OF ARTS IN EDUCATION

DEC 2019 | ARIZONA STATE UNIVERSITY

Experience

SITE SUPERVISOR - EXPANDED LEARNING PROGRAM

Patterson Joint Unified School District | SEPT. 2025 – CURRENT

- Assisted in administering and supervising Expanded Learning and Expanded Day programs, ensuring compliance with district policies and state/federal regulations.
- Led site-level program operations by establishing goals, priorities, and daily procedures to support a safe, structured, and engaging learning environment.
- Trained, supervised, and evaluated staff, providing coaching, corrective action when needed, and ongoing support to maintain high-quality program delivery.
- Supported curriculum planning and implementation, including reviewing monthly activity calendars and ensuring data collection to monitor program effectiveness.
- Managed student behavior support and family communication, providing guidance to staff, addressing concerns with parents, and helping resolve conflicts professionally.

ASSISTANT HEAD OF SCHOOL | Acton Academy East Bay | MARCH 2022 – AUG 2024

- Designed and implemented an innovative, student-centered middle school curriculum aligned with state standards, resulting in a 15% increase in student engagement and academic achievement.
- Led instructional technology initiatives, including the adoption and management of Student Information Systems (SIS) to streamline student data collection, enrollment, and administrative processes.
- Spearheaded accreditation efforts, ensuring compliance with UC-AG course approvals and WASC accreditation requirements.
- Developed and facilitated professional development workshops for educators, focusing on instructional best practices, curriculum implementation, and student engagement strategies.
- Evaluated academic programs and curriculum effectiveness, using data analysis to inform instructional decisions and enhance learning outcomes.

MIDDLE SCHOOL GUIDE (TEACHER) | Acton Academy East Bay | JAN 2020 – AUG 2024

- Designed and delivered inquiry-based curriculum in English Language Arts (ELA), History, and Life Skills, incorporating project-based learning and technology-enhanced instruction.
- Created differentiated instructional materials to meet diverse learner needs, integrating formative and summative assessments to track progress and improve student performance.
- Led the planning and execution of cross-country educational field trips, designing experiential learning opportunities that extended beyond the classroom.
- Established a culture of student autonomy, fostering self-directed learning and critical thinking through innovative instructional strategies.

NANNY & EDUCATIONAL TUTOR | 2017 – 2019

Provided personalized academic support and childcare in a private, home-based setting, merging educational guidance with attentive caregiving to foster the holistic development of multiple children.

SHIFT SUPERVISOR | Starbucks Coffee Co. | 2013 – 2017

- Supervised and mentored a team of baristas, ensuring smooth daily operations and high levels of customer service.
- Oversaw store opening and closing procedures, including cash handling, inventory management and restocking.
- Delivered outstanding customer service by managing customer concerns and ensuring a clean and welcoming environment.

Skills & Competencies

- Instructional Technology & Digital Learning Tools (Google Workspace, Microsoft Suite, SIS)
- Instructional Design & Curriculum Development (ADDIE, Bloom's Taxonomy)
- Proficient in School Management and Administration
- Excellent Oral and Written communication skills
- Instructional Design & Curriculum Development
- Accreditation & Compliance (UC-AG, WASC)
- Data-Driven Decision Making & Assessment Design
- Project Management & Leadership (Program Development, Faculty Training, Stakeholder Communication)
- Social Media Management & Marketing for Schools
- Proficient in Student support services and programs
- Strong understanding of educational best practices
- Strong understanding of Learning Theories
- Technology Proficient