

Dr. Nakia Simmons Cotton

Marietta, GA 30008 • nakiactn@yahoo.com • 850.294.2975 • LinkedIn/dr-nakia-simmons-cotton-99701399
https://drnakiacotton.my.canva.site/drns

EDUCATIONAL LEADERSHIP

A collaborative and solution-driven leader with 10+ years of proven success driving unprecedented growth/learning through expert training. I am an educational leader with demonstrated excellence in guiding partners in the educational system to propel student growth and achievement for diverse learners in the post-secondary setting. I have been instrumental in establishing and maintaining contact with partners to promote data-driven results throughout my career. I am a strategic planner adept at overseeing emerging industry trends, including college and career reading CCRPI, increasing community outreach, building partnerships, and securing deals ranging from \$8-\$10K.

Oversaw flawless rollout of district-wide, online Section 504 platform – utilized Goalview and Synergy SE from initial paper to creation, testing, piloting school feedback, and implementation to 113 schools with 100% efficacy.

— Areas of Expertise —

Program & Curriculum Development | Diversity, Equity, & Inclusion (DEI) | Data-Based Decision Making | Consulting Service Business Development | Onsite Technical Support | Educational Best Practices | Adult Learning Principles | Technology Integration | Distance Learning Solutions | Customer Experience | E-Learning | Professional Development | Educational Technology | Differentiated Instructions | Instructional Design | Virtual Teaching | Strategic Direction | College and Career Readiness |

Technological Skills: Office 365 (Word, Excel, PowerPoint), Google, Zoom, Canva, Blackboard, Wix, Website Design, Padlet, Moodle

Professional Experience

Cobb County School District

Marietta, GA

Supervisor & Special Education Alternative Program Coordinator

2016 – Present

- Customize instructional plans based on students' needs and coach teachers towards change of practice while utilizing data and reporting tools to impact instruction and decision-making.
- Lead succession planning and program development for IDEA in collaboration with partners by developing inclusive performance culture, setting annual goals, and formulating coaching, consulting, and selection performance plans.
- Monitor observable practices and provide constructive feedback by identifying implementation progress of key instructional features.
- Direct professional and leadership training / development and administration by leveraging adult-learning methodologies and processes for employers, leaders, and stakeholders.
- Lead developer policies, programs, and curricula for diverse learners through technical assistance, instructional technology platforms, data collection, one-to-one coaching, and research-based resolutions to promote equitable educational outcomes
- Responsible for leading District Section 504, Hospital Homebound, Alternative Programs, and Residential Programs
- Participate in Compliance Reviews and District's Operational Management Plan for State Audits
- Develop forms, policies, and processes for Section 504 and Special Education programs
- Attend IEP, MDR, and 504 Meetings with attorneys and advocates
- Respond to complaints and resolve disputes and issues with State Agencies and the Office of Civil Rights
- Partner with parents, community, stakeholders, and other districts/school personnel regarding school information and building relationships.
- Hire, evaluate and supervise personnel and records
- Design in-house website page for managed programs
- Complete other school-related duties as a district-level administrator

Key Accomplishments:

- Led multiple constructive training sessions/programs, resulting in 97%, 100%, 99%, and 96% of coordinators feeling confident in 2021, 2021, 2022, and 2022 surveys, respectively.

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- Developed First CCSD Section 504 Manual and Quarterly Newsletter based on 2021-22 coordinator feedback, garnering 97% and 90% trust as resources to increase program stability and effectiveness.
- Built a TEAMS Technological Platform for Section 504 program managers to facilitate teamwork, information sharing, resource accessibility, and uniformity.
- Achieved set performance goals while coaching and facilitating data discussions and dialogue with leadership teams, instructional coaches, educators, and other key stakeholders.
- Differentiated instruction based on audience and led developer policies, programs, and curricula for diverse learners using technical assistance, instructional technology platforms, one-to-one coaching, and research-based resolutions.
- Received acknowledgment as School Counselor Advocate of the Year for the district in 2022.
- Built an inclusive performance culture through annual goal setting, competency, coaching, consulting, modeling, recruitment, and selection performance progress through succession planning, program development for IDEA (Special Education, Section 504 and Alternative Education aligned with federal, state, and local policies in P-12 education
- Designed, developed, and evaluated professional and leadership training using adult-learning methodologies and processes for employers, leaders, and stakeholders
- ***Awarded School Counselor Advocate of the Year for the district in 2022***

Gwinnett County Public Schools

Peachtree Corners, GA

Assistant Principal, Interbaccalaurate School

2013 – 2015

- Developed robust strategies and supported professional learning sessions to engage students while overseeing program design and development procedures.
- Applied excellent presentation skills and product knowledge to develop strategies for learning while analyzing results and completing documentation for reporting.
- Incorporated adult learning principles and programs of ESOL, Section 504, Response to Intervention, Special Education, and Science to support professional development and growth.
- Partnered with the leadership team to provide instructional coaching and to consult with educators, parents, and stakeholders in a standards-based Interbaccalaurate curriculum.
- Created engaging instructional technology, online content, and various platforms to increase communication and sustain programs
- Collaborated and provided input to Principals, Assistant Principals, Teachers, and school personnel as a content leader
- Partnered and communicated with parents, community, stakeholders, and other school personnel regarding school information and building relationships.
- Served as an Instructional Leader, completed assigned administrative duties, and implemented district policies

Key Accomplishments:

- Provided instructional coaching and consulted with educators/parents in standards-based Interbaccalaurate curriculum, Response to Intervention, Section 504, ESOL, and Science in coordination with the leadership team.
- Achieved 75% learning gain through collaborative planning, constructive-based training, and skill development in science/math by supporting educators via formative data analysis and executing research-based strategies.
- Improved inter-departmental communication and delivered engaging programs by creating engaging instructional technology, online content, and various platforms.

Florida State University

Tallahassee, FL

Special Programs Director

2009 – 2013

- Executed grant management activities for the Individuals with Disability Education and Title III grants to ensure the quality of services and programs with a budget/grant over \$100K.
- Combined experiential training techniques with technological content to boost student achievement.
- Planned, organized, and led 10-20 training sessions and five or more webinars on average with over 100 attendees.
- Established and oversaw ESOL, Section 504, Special Education, and Response to Intervention and Child Study Intervention Team.

- Partnered with the superintendent on professional development to leaders, educators, parents, and stakeholders on programs and curricula in the K-12 setting based on annual strategic goals.
- Delivered professional development and webinars to teachers, administrators, and other school staff, conducted a personnel assessment periodically to determine professional development needs, and trained educators on best practices for Special Education Students, English Speakers of Other Languages, and Section 504 services.
- Acted as the State Department and School liaison regarding complaints, grievances, and mediation.
- Reviewed and approved IEPs, Special Education referral packets, English Language Learner Plans, and staffing folders to assure completeness and accuracy.
- Conferred with principals, teachers, counselors, and school specialists about ways to facilitate the learning and adjustment of children eligible for Special Education, Section 504, and English Speakers of Other Languages programs.
- Interpreted educational policies, programs, and procedures related to Exceptional Student Education/Response to Intervention and Early Intervention.

Key Accomplishments:

- Restructured programs using coaching, webinars, data analysis, problem-solving, and best practices for special programs, resulting in a 90% increase in inclusive practices and teacher efficacy.
- Successfully partnered with parents, community, stakeholders, and other school personnel regarding programs, services, and students.
- Prepared successful Exceptional Student Education and English Speaker of Other Languages FTE audits by ensuring that all records were accurate and met state and federal requirements
- Fostered an understanding of learning and human development to provide a positive learning environment that supports all students' intellectual, personal, and social development with diverse learners.
- Created Intervention Reports, graphed and interpreted data, psychological reports, and other reports to parents and staff for diverse learners, including ESOL, Special Education, and Section 504
- Performed other district duties to ensure that student growth and achievement were continuous.

Tallahassee Community College

Tallahassee, FL

Adjunct Professor

2009 – 2013

- Helped college faculty and staff cultivate, build and nurture stronger relationships within the College Success department and students to provide better customer service.
- Educated and engaged Adult Learners at the Post-Secondary Level while catering to various learning styles through assessment data, planned lessons, and instructional technology.
- Attended professional development and department meetings
- Performed other duties as expected

Key Accomplishments:

- Boosted reading scores and educated adult learners through advisement and lesson facilitation via Instructional Technology, collegiate resources, and platforms such as Canva, Blackboard, etc.

Wakulla County Schools

Crawfordville, FL

Educator, Middle, Elementary, Read 180, ESE, Title One

2000 – 2009

- Educated learners and planned lessons using formative and summative assessment data resulting in increased state assessment scores greater than 70%
- Organized, scheduled, and reinvented the Title I Program and Read 180 Program according to the (No Child Left Behind) and (Just Read! Florida) Act,
- Intensively taught at-risk and ESE students in Reading and other subjects, remediated and prepared students for the Florida Comprehensive Assessment State Test.
- Wrote publications for the school on behalf of the district

- Planned and taught daily classes in reading and language arts, taught and remediated students in the after-school program, Co-taught with teachers,
- Collaborated with teachers regarding the students reading progress, provided additional reading strategies and suggestions to teachers,
- Planned and Facilitated parent trainings using statewide PASSPort to Success Program
- Coordinated professional development using adult-learning principles and program implementation of Reading, special education practices, and other topics
- Led the Title One and Special Education Department

Key Accomplishments:

- Increased state assessment scores greater than 70% demonstrating adequately yearly progress
- **Nominated for Teacher of the Year**

Leon County Schools

Tallahassee, FL
1997 – 2000

Educator, Middle, Elementary, ESOL, Alternative Education

- Educated learners through the delivery of grade-level curriculum resulting in adequate yearly progress
- Collaborated with grade-level teams and used formative and summative assessment data to plan instruction
- Designed and modified curriculum for instruction
- Utilized technology to facilitate learning
- Performed other professional duties as expected.
- Served on the School Spirit, SAC, School Safety, Science, SITE, and Sunshine Committees.

Key Accomplishments:

- Increased state assessment scores greater than 80% demonstrating adequately yearly progress
- **Recognized as "Teacher of Month" for October and March.**

Education & Credentials

Doctor of Education (Ed.D.), Educational Leadership and Administration | Clark Atlanta University

Master's Degree, Educational Leadership and Administration, General | Florida Agricultural and Mechanical University

Bachelor's Degree, Elementary Education & Teaching | Florida Agricultural and Mechanical University
Certification in Reading (K-12) and Exceptional Student Certification (K-12)

Relevant Courses: Essential Tips for Special Education Leaders Webinars | Response to Intervention Strategies for K-12 Schools

Professional Accomplishments:

- 2022 Published Essential Tips for Parents of Students with Disabilities
- 2022 Presented Diverse Learner Programs to Parents at Pineview Elementary School, Leon County Schools, Tallahassee, Florida
- 2022 Facilitated a Professional Learning Session: ESOL Strategies at Kennesaw State University's TESOL Conference
- 2021 Facilitated a Diverse Learner Training to Beyond 12, Oakland, California
- 2021 Presented at Kennesaw State Universities TESOL Conference
- 2021 Attended Julie Weatherly Best Practices in Section 504
- 2021 Published Essential Tips for Section 504 Coordinators on Amazon
- 2021 Published Essential Tips for Special Education Leaders
- 2020 Attended SuccessEd Section 504 Conference
- 2019 Attended SuccessEd Section 504 Conference
- 2019 Introduction to Facilitated IEP Conference with the Georgia Department of Education
- 2017 Published Dissertation Teacher Perceptions of ESOL Sheltered Model in a MA

- School
- 2017 Attended LRP Conference Legal Issues with Students with Disabilities, Washington DC
- 2016 Attended LRP Conference Legal Issues with Students with Disabilities, New Orleans, LA
- 2016 Atlanta Justice Center Mediation Training
- 2015 Mental Health Training
- 2015 SPSS Training Clark Atlanta University
- 2014 Gwinnett County Leadership Training
IB Training for Administrators
- 2013 Florida CASE Conference
Florida Speech-Language Pathologist RtI Training
Administrator's Management Meeting for Student Service Administrator (Attendee)
- 2012 Administrator's Management Meeting for Student Service Administrator (Attendee)
Compliance Research and Education Training with FSU Sponsored Research Grant
Compliance
Webinar on Response to Interventions with C-Palms Charter
Panhandle Area Education Consortium Leadership Conference Attendee
Council of Exceptional Student Education Conference Attendee (CASE)
- 2011 AIMS Web for RtI Training with Leon County Schools
Rick Lavoie Workshop on Motivating Students Attendee
- 2010 International Response to Intervention Mini Professional Development with Taiwan
School System Regional Speech/Language Rule Implementation Workshops
National Positive Behavior Support Conference Attendee
Keys to Problem Solving: Response to Intervention Training
- 2009 Response to Intervention/Problem Solving Train the Trainer
- 2008 Exceptional Student Certification K-12
- 2007 Educational Leadership Certification K-12, ESE Matrix Training, Tienet Training, Read
180 Enterprise Training, Six Traits of Writing, Kaleidoscope, Co-Teacher Training
- 2005 Reading Certification K-12 Wakulla County School Board/Florida State University
- 2005 Read 180 Training, DIBELS, TOWRE, Gates Mc-Ginnite, DAR, FORPP Training
- 2004 Reading Coaches Training for Sessions 1-3, SRA Direct Instruction
- 2003 PASSPort to Success Training, Wakulla County's Leadership Development II Program
- 2000 Reading Renaissance Program, Accelerated Reader Program, Harry Wong "The First Days of School"
- 1998 ESOL 60-Hour Training