

DR. IMAN ELLIS-BOWEN

EDUCATIONAL ADMINISTRATOR

CONTACT

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 www.iebdr08.info

EDUCATIONAL PHILOSOPHY

To promote and enhance educational programs and supports for all students within the school community

To support, mentor, and inspire staff to expose the dormant seeds that exist within all students so that their gifts are fertilized.

EXPERIENCE

Director of Special Services

Joliet Township District 204

July 2014-Current

Academic and Student Support:

- In collaboration with District Curriculum Directors and Special Education Coordinators, provide direction in the instruction of special education curriculum and related areas
- Collaborate with District Curriculum Directors and Special Education Coordinators to collect, analyze, and share data to evaluate the effectiveness of the curriculum, instruction, and assessment as it relates to student performance in the curricular area.
- Provide direction in the evaluation and recommendation of relevant educational resources and materials
- Develop and recommend changes to existing programs or new programs and services
- In cooperation with the district and building personnel, provide direction in the organization and administration of summer programs for special education and at-risk students.
- Coordinate and monitor instruction for youth at the River Valley Detention Juvenile Center
- Organize and conduct staff meetings to ensure knowledge of and compliance with curriculum practices and procedures

Leadership Development:

- Mentor and provide leadership development to new and veteran leaders
- Provided leadership to the School Improvement Day Committee to revamp the SIP day schedule and activities
- Contributing member of the Strategic Planning and Action Committee
- Provide leadership to the special education administrative team and district committees
- Coordinate articulation with JTHS sender schools for students receiving special education, MTSS, and related services
- Demonstrate collaborative leadership, organizational ability, and sound judgment
- Provide leadership on various district committees throughout the school year

Accountability/School Performance Oversight:

- Administer and monitor the Orphanage Act placements, programs, and finances, including the juvenile detention center program
- Monitor placement of students into special education programs in and outside of the district
- Review student placements and staffings with parents and personnel as needed
- Supervise and coordinate the Home/Hospital Instruction Program
- Evaluate administrators, certified, and classified staff assigned
- Supervise, monitor, and provide professional development for McKinney Vento programs and services
- Review special services and juvenile detention center certification, and counsel staff on certification/approval procedure and policies

Fiscal Responsibility and Management:

- Prepare, coordinate, and/or assist with Consolidated Grant, Consolidated IDEA, Title 1 Delinquent, Department of Human Services (DHS), Medicaid and Outreach and other special grants/projects, state or federal, related to special services or as assigned
- Demonstrate fiscal responsibility and prepare the necessary reports required in the management of grants as assigned
- Prepare annual reports in all areas of responsibility for the state and district as required
- File and monitor all forms and reports for special education, juvenile detention, and other specialized financial claims required with the Illinois Board of Education and/or the federal education department
- Supervise and assist in filing and monitoring forms and reports with the Illinois State Board of Education associated with STAR, IWAS, and tuition/program costs
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned

Organizational Planning and Development:

- Evaluate, interpret, implement, and make recommendations regarding state and district policies and procedures
- Attend national, state, and local conferences related to program growth, job responsibilities, assignments, or professional growth
- Demonstrate the ability to self-evaluate in terms of leadership, performance, and professional growth
- Plan, implement and evaluate staff development and training
- Provide and encourage opportunities for certified and classified staff to participate in district, state, and national professional development
- Present and promote opportunities for certified and classified staff to provide professional development to faculty and audiences locally and nationally
- Plan and conduct school and district-wide professional development and in-services for assigned staff

Program Compliance:

- Evaluate, interpret, and make recommendations regarding policies and procedures
- Administer rules and regulations governing special education, Section 504, juvenile detention, McKinney Vento and other district programs in compliance with the Illinois School Code
- Ensure compliance with federal and state rules and regulations regarding the education of students governed by special services

Partnership Development and Community Outreach:

- Coordinate newsworthy items and releases of information with the Director of Community Relations
- Provide information regarding special services programs, events, and resources for parents on the district website and share sites
- Work with the Will County Regional Office of Education (ROE) McKinney facilitator and other district administrators to establish procedures for McKinney Veto services

REFERENCES:

Dr. Peter Sullivan
Assistant Superintendent of Will County Regional Office of Education
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Dr. Tanisha Cannon
Deputy Superintendent of Joliet School District 86
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Dr. Jennifer Norrell
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REFERENCES Cont'd

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