

# Holly Barber-Gatlin, CCHC

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## Professional Certifications/Affiliations

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Certification Areas: EC-4, ESL, GT-Awareness, AED, CPR, Director/ Early Childhood, Outdoor Learning Environments, Food Manager's Certification 212368, Texas Child Care Health Consultant • Texas Training Registry Certification: 13077 (*Registered Trainer for Practitioners and Administrators*)  
AMS Administrator Credential Course for School Leaders

## Professional Highlights

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### **MBBT Inc. The LUX School**

*Executive Director of Operations*

**January 2020 – Current**

- Direct, organize, and administer childcare program.
- Supervise and control all of the operational and educational affairs on campus including, but not limited to recruiting, hiring, supervision and termination of faculty and staff, staff training, curriculum development, student admission, Minimum Standards compliance, general supervision of students, financial matters, building and grounds, fund-raising, and liaison with the parent body.
- Responsible for receiving, preserving, and accounting for the funds, securities, and property on campus.

### **Archdiocese Galveston-Houston - St. Luke the Evangelist Catholic Church Early Childhood Center**

*Director of the Early Childhood Center*

**June 2016 - December 2019**

- Restructured school by developing and implementing policies and procedures in accordance with Texas Department of Family and Protective Services Standards
- Implemented Child and Adult Care Food Program for campus with the assistance of outside consulting firm
- Child Care Health Consultant and state trainer to train campus staff and reduce school expenses through insourcing training
- Designed and implemented academic curriculum and related activities for school day and after school programs
- Maintain compliance with DFPS standards
- Coordinate and presenting professional development recommendations for staff
- Managing school finances and personnel management
- Liaison with parents on child development and other issues
- Arrange and coordinate family events
- Perform fundraising initiatives and other aspects of campus management

### **Pasadena Independent School District- Walter Matthys Elementary (Various Campuses-Summer School)**

*4<sup>th</sup> Grade Level Teacher*

**August 2012 - June 2016; Spring 2020**

- Responsible for creatively teaching state aligned curriculum, collecting and analyzing student data and preparing students for high achievement on state assessments
- Fostering successful parent and community relationships that assist with balanced student development
- Participated in school fundraisers, community activities and grant writing for funding to aid with student technological needs. **Grant Winner** 2012-2013 school year .
- Taught summer school focused on math/reading intervention. (Summers: 2013, 2014, and 2016-Grades 2, 3, and K)

### **21<sup>st</sup> Century Texas A.C.E. After School Program- Walter Matthys & L.F. Smith Elementary Pasadena ISD**

*Grades K-4 Academic/Enrichment Teacher*

**August 2012 - June 2016**

- Create an environment filled with fun and enriching activities that encourage student learning.
- Teaching reading and math to grades K-4 through disguised learning activities
- Facilitating cooking class working with a scripted curriculum, teaching parenting courses
- Assist with orientations, and planning lessons/curriculum units for teachers and paraprofessionals
- Facilitating creative and engaging enrichment activities, coordinated field trips with students, and guidelines for food distribution and aligned with TEA requirements

### **Teach for America, Houston Corps Member: Houston Corps 2008 - 3yr commitment Completed (2008-2011)**

*Content Consultant*

**September 2011 - 2012**

- Supported Teach for America corps members with skill and content specific instructional strategies
- Designing and facilitating professional development sessions for adults
- Designing rigorous assessment and observational materials and constantly researching best practices for teaching

### **Alief Independent School District- Velma G. Chambers (Horn Elementary-Summer School), Houston, TX**

*Pre-Kindergarten Self Contained/ESL Teacher (Other grades taught: 1<sup>st</sup> grade)*

**August 2008 – August 2012**

- Responsibilities included: Teaching and demonstrating growth in all core academic subjects while providing structure and helping to foster social skills.
- Math Lead Teacher 2010-2011/Trained in Critical Components of Mathematics
- Organized cultural activities and wrote grants for funding educational needs
- Grant winner 2010-2011 school year
- Taught 16-day summer school focused on intervention for math/reading. (Horn Elem. 2010, 2011, 2012)

## Education

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**University of Houston- Clear Lake**, Master of Science in Early Childhood Education

**Expected Graduation Summer 2025**

**Houston Montessori Center**, Montessori Administration

**September 2023**

**San Jacinto College Central**, Administrative Programs I & II

**August 2016 - December 2016**

**University of St. Thomas**, Educational Master's courses taken

**August 2008- June 2009**

**University of Oklahoma**, Bachelor of Science, Health and Exercise Science

**May 2008**