

Lalita Waites, Ed.S

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I am writing to express my interest in the Assistant Principal position within your school district. With 25 years of experience in education, including 12 years dedicated to instructional leadership, I bring a commitment to fostering relationships, and a steadfast passion for student success. I am confident in my ability to contribute significantly to the continued excellence in your school district.

Throughout my career, I have consistently demonstrated a results-driven approach to achieving organizational objectives. By leveraging data analysis to inform instructional decisions, I have successfully led initiatives that resulted in measurable improvements in student performance. Through strategic planning, team collaboration, and data-driven solutions, I have played a pivotal role in enhancing educational outcomes. My leadership is rooted in fostering strong, collaborative relationships with teachers, staff, students, and families, creating a cohesive, results-oriented community.

As an Instructional Coach, MTSS Coordinator, and Literacy Specialist, I have led numerous initiatives aimed at addressing achievement gaps and enhancing instructional rigor. By implementing evidence-based programs, I have ensured that students receive the targeted interventions and support necessary for success. I have developed and led Professional Learning Communities (PLCs), providing professional development that empowers teachers to refine their practice and enhance student learning. My focus on continuous improvement has helped drive a positive change and elevated the educational experience within the institutions I've served.

I take great pride in my ability to apply my instructional leadership experience, proficiency in data analysis, and collaborative leadership skills to foster meaningful and sustainable change. I am excited about the opportunity to bring my passion for education, leadership expertise, and commitment to student success in your district.

Thank you,

Lalita Waites

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PROFESSIONAL PROFILE

I am a results-driven professional with 25 years of experience, with 12 years dedicated to instructional leadership. Throughout my career, I have consistently met organizational objectives by employing strategic planning, fostering team collaboration, and implementing innovative solutions. My extensive 25-year tenure in education has equipped me with invaluable insights and skills that enable me to effectively mentor, inspire, and lead educators towards student success and organizational excellence. As an educator leader, I leverage my unique abilities to connect with both students and teachers, fostering a supportive environment that cultivates their capabilities, ultimately leading to enhanced academic success and performance. I have applied my knowledge, experience, and skills as an educator leader to advance meaningful change and drive positive transformation within educational communities.

SKILLS

Leadership Proficiencies:

- Staff training/Professional Learning/ Planning and Assessment/ TKES Credentialed
- Curriculum Implementation/ Organization Management/ Resource Management

Instructional Proficiencies:

- Proficient In Effectively Utilizing the MTSS Framework/ Proficient In Special Education Procedures
- Google Classroom/ Canvas/ ItsLearning/Infinite Campus
- Microsoft Office Suite/Google Workspace Suit/Blackboard Learn
- Woodcock-Johnson Test of Achievement/Social Skills Improvement System, Star Early Learning/ Star CBM
- Dyslexia Endorsement/Reading Endorsement

EDUCATION, PROFESSIONAL CERTIFICATIONS

Ed.S. Educational Administration & Supervision/Lincoln Memorial University/Harrogate, TN

M.Ed. Education/University of Georgia/Athens, GA

B.S. Communication Science Disorder/ University of Georgia/Athens, GA

Educational Leadership, P-12 • SP ED Deaf ED, P-12 • SP ED Preschool, 3-5 • Reading Endorsed

Social Science, P-8 • Science Cognitive Level, P-5 • Language Arts Cognitive Level, P-8 • Dyslexia Endorsed

LEADERSHIP EXPERIENCE

Atlanta Public Schools

July 2024 – Present

Instructional Coach Literacy

- Implement targeted literacy strategies for students with reading deficits and dyslexia, driving measurable improvements in reading skills.
- Leverage culturally responsive best practices to create an inclusive and effective literacy instruction environment for diverse student populations.
- Supervise the implementation of the Readers are Leaders initiative, ensuring alignment with literacy expectations and supporting school-wide efforts to boost student outcomes.
- Collaborate with district leaders, schools, and communities to promote educational equity and enhance literacy achievement across all levels.
- Facilitate Professional Learning Communities (PLCs) to help teachers integrate the Science of Reading into instruction, improving teaching practices and student performance.
- Leverage data analysis to drive instructional decisions, improving student performance by 15% on standardized assessments through targeted interventions and differentiated instruction strategies.
- Build and sustain strong relationships with over 100 teachers, staff, students, and families, fostering a collaborative environment to enhance educational outcomes.
- Implement programs and strategies addressing achievement gaps, resulting in a 20% increase in student achievement across diverse subgroups.

References Available Upon Request

- Develop and lead PLCs and professional development sessions for 55+ educators, improving instructional practices and promoting student-centered learning.

Rockdale County Public Schools

July 2019 – Present

Instructional Leadership & MTSS /RTI /504 Coordinator

- Mentor and support over 50 staff members through instructional coaching on Tier 1 strategies, providing feedback and interpreting standardized test results to enhance instructional practices.
- Coordinate MTSS integration, ensuring effective interventions for diverse student needs and collaborating with stakeholders to boost student achievement across all domains.
- Implemented professional learning sessions focused on Tier 1 strategies, resulting in an 8% increase in student performance across developing, proficient, and distinguished bands.
- Collaborate with the Learning & Professional Development team to refine staff training resources and conduct TKES evaluations to enhance educator effectiveness.
- Contribute to recruitment, onboarding, and the development of training initiatives for new employees, organizing professional development sessions and learning activities.
- Led strategic Tier 2 and Tier 3 support interventions, boosting student achievement performance from 8.57% to 17.39% across all achievement bands.
- Engaged parents and community stakeholders in the MTSS process, building partnerships and garnering support for student success.

Rockdale County Public Schools

July 2016 – May 2019

Literacy Specialist

- *Assessed literacy skills, analyzed data, and developed targeted interventions to improve student literacy outcomes.*
- *Collaborated with teachers and administrators to provide professional development, coaching, and support for effective literacy instruction.*
- *Fostered a culture of literacy excellence, advocating for resources to empower students to become proficient, confident readers.*
- *Led a targeted intervention program, increasing reading proficiency with 80% of struggling readers showing measurable gains in one academic year.*
- *Contributed to a school-wide literacy initiative, driving improvements in reading proficiency across diverse grade levels.*
- *Implemented a data-driven literacy intervention, resulting in a 5% increase in student performance across achievement bands.*
- *Mentored new teachers in implementing effective literacy strategies to enhance classroom instruction.*

Henry County Schools

August 2009 – May 2016

Preschool Diagnostician/Grade Level Supervisor

- Assessed and identified developmental needs and learning challenges in young students, implementing early interventions to support growth and success.
- Oversaw curriculum coordination, instructional strategies, and assessments as a grade-level supervisor, fostering a nurturing and inclusive learning environment for students and educators.
- Successfully implemented a comprehensive curriculum enhancement initiative tailored to meet the diverse learning needs of preschool students, resulting in measurable improvements in student outcomes across multiple developmental domains.
- Analyzed and interpreted achievement data and various assessment tools used to diagnose developmental delays among preschool-aged children.
- Implemented early intervention strategies aimed at fostering optimal growth and development within the preschool community.

PROFESSIONAL EXPERIENCE

Henry County Schools

August 2002 – May 2016

Teacher, Deaf/Hard of Hearing, Interrelated Special Education

- Provide tailored support for deaf and hard-of-hearing students, including sign language instruction and auditory-verbal therapy, to foster academic and social success.
- Design and implement individualized instruction and accommodations for students with diverse learning needs, ensuring equitable access to the curriculum.
- Individualized a curriculum to meet the unique communication and learning needs of deaf students, leading to measurable improvements in language acquisition, academic performance, and confidence.

References Available Upon Request