

# MIKE TAACK

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Email: [mike@wylees.org](mailto:mike@wylees.org), Phone: [REDACTED]

## SKILLS

Enthusiastic and gregarious self-starter with a strong work ethic and drive for success. Bilingual in Spanish and adept at building relationships with people from diverse backgrounds. Skilled in computers, technology, and communication. Able to learn and adapt quickly, consistently meet deadlines, and find innovative solutions to complex and challenging situations. Reflective and receptive to feedback.

## EXPERIENCE

### **Girls Empowerment Middle School (GEMS), Las Vegas, NV** – *Assistant Principal and School Sustainability Manager*

August 2022 – PRESENT

- Served as co-head-of-school, responsible for all aspects of operations with special emphasis on technology, registration, recruitment, scheduling, compliance and accountability reporting, grant writing, and school logistics.
- Developed numerous standard operating protocols (SOPs) and systems for the main office around technology deployment and service, student registration, supply purchasing and inventory, record keeping, etc., as well as SOPs and systems to ensure compliance with the National School Lunch Program and state and local requirements around foodservice.
- Developed bilingual marketing materials to help drive recruitment and coordinated marketing campaigns with external partners to develop thematic arcs for advertising and recruitment campaigns; assisted with management of the school's website and social media channels.
- Assisted with grant writing, successfully obtaining grants for the school in excess of \$700,000.
- Developed and coordinated professional development plans for teachers, as well as schoolwide testing plans and testing calendars for students.
- Supervised teachers, counselors, and office staff to provide support and to ensure maximum efficiency and effectiveness.

### **Fremont PDMS, Fremont Academy of Medical Sciences, Las Vegas, NV** – *Magnet Theme Coordinator & Recruiter, On-Site Professional Development School Coordinator*

August 2021 – August 2022

- Served as member of the school Leadership Team and Steering Committee to develop and codify school procedures, mission, vision, and values during a transition in school leadership.
- Developed a new logo and branding for the school's new medical magnet program and produced bilingual marketing materials that were thematically coordinated for in-person, online, and mailed communications.
- Developed social media channels and created promotional posts while also serving as webmaster of the school's website. Created, curated, and organized content promoting the school.
- Formed collaborative relationships with elementary school and community partners and leveraged my existing connections to develop recruiting pipelines for new students.
- Assisted families in all aspects of the application process in English and Spanish.
- As PDS On-Site Coordinator, established a systematic learning experience for student teachers which enabled greater collaboration and reflection; supported mentor teachers as regards

coaching and providing interventions to teacher candidates; collaborated with UNLV's Office of Field Experiences.

### **Fremont PDMS / CCSD, Las Vegas, NV** – *Teacher and On-Site Professional Development School Coordinator*

August 2010 – June 2021

- Taught sixth, seventh, and eighth grade English, Publications I and II, Explorations, and Computer Science.
- Contributed to school culture and success through active memberships on the School Organizational Team, SGF Committee, and Tech Team, among others.
- Collaborated with UNLV professors to establish the curriculum for the first “Rebel Academy” summer internship program for ARL student teachers.
- Advocated for and helped organize families, teachers, and neighborhood organizations to have a say in proposals to reconstitute Fremont PDMS. Worked with stakeholders including CCSD executive leadership and community leaders to reach a mutually beneficial plan for the school and the community, culminating in the eventual creation of the Fremont Academy of Medical Sciences.
- Presented information about the PDS at the National Association of Professional Development Schools' annual conferences in 2013, 2014, 2015, and 2016; participated in the Teacher & Principal Panel at UNLV's 2017 Summit on Nevada Education; and was a panelist on PBS' *Nevada Week* to discuss challenges with educational funding in 2019.

## **EDUCATION**

### **University of Nevada, Las Vegas** – *M.Ed., Curriculum and Instruction – Secondary Education*

August 2008 – May 2011

## **AWARDS AND HONORS**

4.0 GPA, Phi Kappa Phi.

Opportunity 180's Operation Design to Edrupt, Inaugural Cohort Member

Public Education Foundation's Teacher Leader Academy, Member, Cohort 6

New Leaders' Exploring New School Models Fellowship, Cohort 4

Heart of Education Awards Finalist, 2022, 2020, 2019, 2018.