

Application for the position School District Human Resources Director

Part I: Position Sought

Agency Name: Professional Educator Licensing and Standards Board

Position: School District Human Resources Director

Part II: Applicant Information

Name: Katie Molina Groh de Avina

Phone: (651) 226-3935

Mailing Address: 51 Kipling St. St. Paul 55119

Email: kavina@cesarchavezschool.com

County: Ramsey

Mn House District: 67B

US House District: 4

Recommended by the Appointing Authority: False

Part III: Appending Documentation

Cover Letter and Resume

Type	File Type
Cover Letter	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Resume	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Additional Documents (.doc, .docx, .pdf, .txt)

Type	File Name
No additional documents found.	

Part IV: Optional Statistical Information

Gender: Female

Disability: No

Age: 36

Political Affiliation: Democratic-Farm-Labor

Ethnicity: Other

Hispanic, Latino or Spanish origin: Yes

Part V: Signature

Signature: Katie Groh de Avina

Date: 7/10/2017 11:34:28 PM

Katie Groh de Aviña

51 Kipling St., St. Paul, MN 55119 | 651-226-3935 | katieavina@yahoo.com

7/10/17

Dear Search Committee:

It is with great consideration, thought and enthusiasm that I submit my resume for the opportunity to participate on the Professional Educator Licensing and Standards Board. For the past 17 years, I have been working for the Latino community, holding a variety of roles ranging from a Youth Worker to Executive Associate. My school is a member of the Minnesota Association for Charter Schools (MACS) and I was made aware of this opportunity to be not only a voice from a charter school perspective but also from a merging Latina leader.

I have had the honor to work side by side with Academia Cesar Chavez (ACC) Founder and former Executive Director, Ramona Arreguin de Rosales at an executive management level. Under her leadership, I had the chance to develop my knowledge and practice of building effective teams, gained the skill of recruiting, hiring and managing the school's personnel, managing projects, and demonstrated my talent of prioritizing and making timely decisions. All of these skills, I believe are essential for this position.

I currently continue with the charge to oversee and manage our school's human resources department and ensure our school is staffed with the proper licensed teachers. I continue to work closely with the school's current Executive Director and other school administrators.

I am grateful for the opportunity be considered to serve on this board. .

Sincerely,

Katie Groh Aviña

Katie Groh de Aviña

Accomplishments

- More than 17 years in nonprofit and Latino education
- Extensive experience in working in Latino urban schools with proven interpersonal and leadership skills
- Strong organizational and problem solving skills in managing day to day school functions and coordinating various school programs
- Six years coordinating programs and volunteers
- Two years of experience supervising school monitors
- Nationally trained by Children's Defense Fund on summer and afterschool Freedom School programs
- Strong ability to think strategically, multi-task and adapt to a changing environment
- Successfully trained and certified through the University of MN Equity and Diversity Certificate Program

Professional Experience

Executive Associate – Academia Cesar Chavez, St. Paul, MN • Jan 2013 – Present

- Under the Executive Director/Founder developed executive leadership skills
- Organizational management, planning and carrying out school's Strategic Planning Objectives and Goals
- Support implementation of the school's approved budget by maximizing school resources and monitoring spending adhering to forecasted budget
- Assisted in the preparation of policies and procedures to ensure compliance with all state and federal laws and regulations and reporting requirements
- Assisted Executive Director/Founder during the development and implementation of the school's \$12.5 million acquisition and construction project
- Manage activity of current construction activity
- Manage school's Human Resources department and Payroll Manager on behalf of school and staff
- Responsible to ensure clear job descriptions and offer letters for all staff
- Responsible to review and approve invoices and Accounts Payable lists, and supervision of administrative staff to ensure accurate financial records are retained per ACC Record Retention Policy
- Represented the Executive Director/Founder at MN Association of Charter Schools, National Council of La Raza and other School stakeholders as directed by Executive Director/Founder
- Assisted in building key public and community relations
- Participated in the interviewing committee for teacher hires
- Participated in public policy and rule making

Prevention Specialist – Academia Cesar Chavez, St. Paul, MN • Aug 2006– Dec 2012

- Support to principal in day to day operations including student behavior, student leadership and attendance
- Three years of supervision
- Six years of coordinating programs and volunteers
- Responsible for MARSS reporting and data

- Worked with students in small groups teaching social skills, worked with student council, and worked with families and students on school attendance
- Provided guidance to students who are referred to me for behavior issues.
- Participated on Principal Advisory and school's Building Leadership Team
- Contributed on different event task force committees such as: cultural events and Annual Board of Directors Meeting

Educational Partner – Academia Cesar Chavez, St. Paul, MN • Aug 2004– Aug 2006

- Worked alongside classroom teacher to implement valuable and interesting lessons
- Under classroom teachers' direction utilized specialized approaches for delivering understandable curriculum to English language learners in addition to teaching Spanish language development
- Under classroom teachers' direction lead Spanish Language Development lessons
- Conducted home visits with classroom teachers as needed in Spanish speaking families to help maintain frequent collaboration and communication with those Spanish speaking families or guardians

Youth Worker –La Escuelita, Minneapolis, MN • Oct 2001 – June 2004

- Recruited and trained volunteers to work with students on homework
- Tutored students with homework
- Helped prepare students for college by helping them goal set and research different career choices
- Created and ran summer programs preparing 8th grade students for High School
- Assisted teachers during summer to prepare students for BST exams

Additional Skills

- Highly proficient in MS Office
- Fluent in Spanish
- Ability to work under pressure and capacity to withstand stress
- Ability to think and act quickly

Education

Masters of Arts in Youth Development – University of MN, Minneapolis, MN • 2008 - Present
 Bachelor of Arts in Chicano Studies – University of MN, Minneapolis, MN • 2005

Committees

Multilingual Equity Network: Worked with other leaders on an EL-ESSA Policy Brief (2016–present)
 Academia Cesar Chavez Building Company Board (President) (2016-present)
 St. Paul Festival and Heritage Foundation Cinco Executive Committee (2016-present)
 University of MN Department of Chicano Studies Chair Search Committee (2003)