

Kalim T. Rayburn, Ed.D.

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SUMMARY

Experienced Organizational Leader with 27 years of expertise in leadership development, policy analysis, curriculum design and development, budget management, relationship building, program management and evaluation, adult learning principles, and consulting. Successful in managing learning and development initiatives in corporate, non-profit, higher education and public sectors. Overall team player exemplified being an alumna of the NCAA in Division I, Women's golf.

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA • Los Angeles, CA • 2011

Doctorate in Educational Administration

Dissertation titled **Customization of Education through Online Learning**

UNIVERSITY OF WISCONSIN-MADISON • Madison, WI • 2005

Master of Science in Educational Leadership & Policy Analysis

Minor in Curriculum & Instruction

CALIFORNIA STATE UNIVERSITY LONG BEACH • Long Beach, CA • 1998

Bachelor of Arts in Human Development

Minor in Elementary Education

Certifications: California Administrative Services Credential & Multiple Subject Teaching Credential

EXPERIENCE

ACADEMIC DIRECTOR

NOODLE PARTNERS

August 2018 - Present, Manhattan, NY

- Consultant contracted to compose degree program proposal and scope and sequence for American University School of Education online Doctoral degree program resulting in 100% enrollment in first year of program rollout.
- Administrative liaison between cross-functional team including OPM, university partner, faculty and third-party vendors charged with design and development of online course development.
- Onboarded Subject Matter Experts and 5 University Program Directors in partnership to develop 41 new online courses.
- Development leader and project manager of course building timelines from start to finish and conducted all course reviews for quality assurance in instructional design and alignment to adult learning principles with 100% completion on time.

ADJUNCT PROFESSOR

UNIVERSITY OF SOUTHERN CALIFORNIA

August 2011 - Present, Los Angeles, CA

- Adjunct Professor for 8 courses in Doctorate in Organizational Change, Master's in Teaching and School Leadership certification programs.
- Course Lead data informed leadership, a K12 data analysis and decision making course, with a 96% approval rating, highest evaluation amongst faculty in School Leadership Program.
- Serve on doctoral dissertation committees for candidates pursuing EdD.
- Faculty mentor of student teachers in completion of Master of Arts degrees and teaching credential implementing both qualitative and quantitative feedback to measure the impact of their work.

SCHOOL PRINCIPAL

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

August 2013 - July 2018, Costa Mesa, CA

- Oversaw 72 faculty and staff and designed professional development to align with annual school site goals, conducted all onboarding of new faculty and staff and performance reviews for all while at service for 574 students and their families.
- Transformed K-6 school to an AVID Elementary site with successful completion of Initial Self-Study and orchestrated effective response to intervention (RtI) system for individual students in grades K-4.
- Secured \$96,500 in grants to fund after school programming in STEM, Visual and Performing Arts and Student leadership.

DIRECTOR OF ALUMNI ENGAGEMENT

UNIVERSITY OF SOUTHERN CALIFORNIA

April 2012 - August 2013, Los Angeles, CA

- Shaped 8 School of Education national events incorporating faculty research & alumni engagement and brought in an average of 300 alumni participants to 8 annual events across the country, producing an engagement strategy that generated donations toward USC's overall \$8 billion dollar campaign.
- Overhauled annual School of Education Leadership conference to be more inclusive of relevant research and resources, boosting attendees from 35 to 250 School of Education students and alumni leaders.
- Composed exemplar document used for interviewing external partners, primarily school district Superintendents and principals throughout the country on the quality of the Master's in Teaching program for NCATE accreditation.

**ASSISTANT HEAD OF SCHOOL
WESTERLY SCHOOL OF LONG BEACH**

July 2008 - April 2012, Long Beach, CA

- Lead Administrator for middle school program and coordinated, designed, and delivered professional development to K-8 faculty.
- Established instructional program for students in line with STEM and college readiness.
- Facilitated instructional technology integration and multimedia resources to enhance lesson design.
- Customized, evaluated and supported faculty with action research projects.
- Designed and delivered curriculum to support competitive high school admissions for 8th graders.
- Increased student enrollment by 35% in 2009-2010 academic year during recession.

PROGRAM DIRECTOR

TIGER WOODS LEARNING CENTER (TGR LAB)

August 2005 - July 2008, Anaheim, CA

- Created after-school program for students in grades 6-12 aligned to STEAM content and college readiness.
- Collaborated with major corporate funders in the medical, aerospace and engineering fields to partner in STEM efforts.
- Shaped and delivered professional development for faculty in STEM, college readiness and implemented secondary AVID into after school programming.

PROGRAM ADMINISTRATOR

UNIVERSITY OF WISCONSIN-MADISON

July 2003 - August 2005, Madison, WI

- Administrator for the Pre-College Enrichment Program for Learning Excellence (PEOPLE) serving students grades 6-12 and supported by the University of Wisconsin Foundation, a Diversity & Inclusion initiative.
- Site administrator for 300 secondary students and 45 undergraduate assistants providing professional development to graduate students supporting secondary academic support.
- Coordinated culminating events for over 1000 community stakeholders, staff, family and students;
- Monitored academic achievement in support of meeting UW-Madison admission requirements.

DUAL IMMERSION KINDERGARTEN TEACHER

LONG BEACH UNIFIED SCHOOL DISTRICT

August 1998 - June 2003, Long Beach, CA

- Lead instructor for 20 Kindergarten students in the 98% free/reduced price lunch category.
- Delivered and designed lessons in core academic areas in both Spanish and English.
- Established middle school athletic program, coaching fundamentals of sportsmanship for 3 middle school teams: girls' volleyball, track and soccer.

SKILLS

Languages: Bilingual in Spanish

Technical Skills: Jira, Confluence, Atlassian, Trello, Monday.com, Slack, Bamboo, Microsoft Office, Adobe Acrobat, Google Docs, Canvas, D2L, Brightspace, Blackboard

Hard Skills: Public Speaking, Presenter, Facilitation, Project management, Planning, Progress monitor.