

# Kathryn Spotts

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## Education

<b>Carleton College</b> 2000-2004  Northfield, MN	<ul style="list-style-type: none"><li>☒ B.A. in History, <i>magna cum laude</i>. Latin American Studies Concentration. Certificate of Advanced Study in Spanish Language &amp; Literature.</li><li>☒ G.P.A. 3.88. Dean's List (Top 10% of Class), 2000 to 2004. The Phi Beta Kappa Society.</li><li>☒ Awarded Junior Student Independent Research Fellowship to fund summer research in Cuba.</li></ul>
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## Professional Experience

<b>Director of Selector Experience &amp; Communication</b> 2011-Current  <b>Manager of Selector Experience &amp; Communication</b> 2009-2011  Teach For America, Admissions Team Minneapolis, MN	<ul style="list-style-type: none"><li>☒ Set team-wide strategy to increase the confidence of over 1,800 staff selectors across the organization.</li><li>☒ Analyze metrics to determine selector experience landscape. Achieved unprecedented gains in selector confidence.</li><li>☒ Direct team-wide communication with selectors.</li><li>☒ Train, support, and continuously develop selectors with varying selection experience.</li></ul>
<b>Executive Assistant to the Vice President</b> 2008-2009  Teach For America, Admissions Team Minneapolis, MN	<ul style="list-style-type: none"><li>☒ Managed the calendar, corporate expenses, and travel of the Vice President and three Managing Directors.</li><li>☒ Improved team satisfaction indicators by creating, evaluating, and refining processes to promote community and effectiveness.</li></ul>
<b>Operations Associate</b> 2008  Teach For America, Admissions Team New York City, NY	<ul style="list-style-type: none"><li>☒ Fielded inquiries about all stages of the admissions process from thousands of applicants.</li><li>☒ Reduced communication volume per applicant by anticipating inquiries and addressing them proactively through website materials and mass communications.</li></ul>
<b>Consultant</b> Fall 2007  Department of Education, The Office of School Leadership Brooklyn, NY	<ul style="list-style-type: none"><li>☒ Created online resources designed to help school leaders make meaningful tenure decisions.</li><li>☒ Evaluated application essays by prospective principals against the characteristics of excellent school leaders.</li></ul>

## Instructional Experience

<b>Language Arts/Literacy &amp; Social Studies Teacher</b> 2004-2007  The Newark Public Schools, Morton Street Middle School Newark, NJ	<ul style="list-style-type: none"><li>☒ Sustained class averages of <i>at least</i> 1.5 grade levels of reading growth and 80% proficiency in writing across three classes each year.</li><li>☒ Received the 2004-2005 Project Graduation Really Achieves Dreams (Project GRAD) Newark "Master Teacher Award" and a monetary reward of \$800.</li><li>☒ Awarded a Jordan Fundamentals Grant for \$2,500 to implement an interdisciplinary project on resistance, revolt, and reform.</li><li>☒ Ranked distinguished in formative and summative teacher evaluations.</li></ul>
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**Chair of the School Leadership Council (SLC)**

2006-2007

The Newark Public Schools, Morton  
Street Middle School  
Newark, NJ

- Elected by faculty to lead elected administrators, faculty, staff, family members, students, and community members in improving the school's instruction, community, and environment, guided by the School Improvement Plan.
- Supervised subcommittees, facilitated meetings, and managed council events and funds.
- Chaired the SLC Subcommittee on Curriculum, Instruction, & Assessment, which reviewed current instructional and assessment practices, recommended adjustments to accelerate learning, and coordinated school-wide curricula.