

## **MICHELLE C. HUGHES**

[mhughes@westmont.edu](mailto:mhughes@westmont.edu)

805-565-6257

### **EDUCATION**

#### **Master of Arts in Educational Administration,**

California State University at Northridge, Northridge, CA, 2001.

#### **California Clear Administrative Services Credential,**

California State University at Northridge, CA, 2001.

#### **California Clear Secondary Teaching Credential, English,**

California State Northridge, Northridge, CA, 1994,  
Supplementary authorization in English as a Second Language.

#### **Teaching English as a Second Language Certificate,**

University of California, Santa Barbara Extension, Santa Barbara, CA, 1994.

#### **Bachelor of Arts in English,**

Westmont College, Santa Barbara, CA, 1989,  
Deans List, England Semester Fall 1988, teaching credential program Spring 1989.

### **PROFESSIONAL EXPERIENCE**

#### **Assistant Professor, Education/Liberal Studies Department,**

Westmont College, Santa Barbara, CA, August 2009 – present.

- Advise, provide instruction and professional preparation to students in the liberal studies major.
- Supervise students in fieldwork and student teaching experiences in the Santa Barbara and Carpinteria public K-12 schools.
- Work in conjunction with department colleagues and the California Commission on Teacher Credentialing.

#### **Instructor, Education Department,**

Westmont College, Santa Barbara, CA, Fall 2008.

- Provide instruction to students in Education 121, *Curriculum and Instructional Planning in the Secondary School*, using teacher preparation expectations, English Language Learner practices, content area strategies, 7<sup>th</sup> – 12<sup>th</sup> grade state frameworks, state standards, and fieldwork experiences.

### **Assistant Principal, Dos Pueblos High School**

Santa Barbara High School District, Santa Barbara, CA, October 1996 – June 2009.

- Serve as supervisor to English, Visual/Performing Arts, and Athletic Departments.
- Assist in teacher hiring, coaching, observation and evaluation using California teaching standards.
- Hire and evaluate classified employees including secretarial, custodial and security staff.
- Serve as instructional leader and administrative/visioning team member.
- WASC Assessment Committee member.
- Disciplinarian to 9<sup>th</sup> and 12<sup>th</sup> grade students.
- Supervise student leadership advisors, leadership class, clubs, organizations and cheer team.
- Facilitate stadium safety and operations for athletic events and Fall 2008 opening of Scott O'Leary Stadium.
- Supervise weekly athletic events and school dances.
- Attend student Individualized Educational Plan meetings and Manifestation Determination meetings for the Special Education Department.
- Plan and implement beginning of year school events including new student orientation, Charger Check-In, Back to School Night and annual assemblies.
- Organize senior awards ceremony, \$50,000 of senior class fundraising, graduation ceremony and activities.
- Oversee \$200,000 Associated Student Body budget and campus fundraising for teams/clubs/organizations.

### **Previous duties, Assistant Principal, Dos Pueblos High School,**

Santa Barbara High School District, Santa Barbara, CA.

- Liaison to District Attorney's Truancy Program.
- Served as Safety Planning Coordinator for campus of 2000+ students.
- Supervised Special Education Department, 504 Accommodation Plans, and Student Study Team meetings.
- Supervised English Language Learner Department.
- Facilitated English Language Acquisition Committee meetings.
- Supervised campus Facilities and Maintenance Operations.
- UCSB Pre-professional Coordinator - liaison between UCSB and Dos Pueblos High School teachers, facilitated classroom placements for students in the education department.
- Chair for 30<sup>th</sup> Anniversary Dos Pueblos High School Gala, November 1997.

### **English Teacher, Goleta Valley Junior High School,**

Goleta, CA, November 1989 – October 1996.

- Designed and taught junior high English literature and composition to 7<sup>th</sup> and 8<sup>th</sup> grade Gifted and Talented, honors and heterogeneously grouped students.

### **English Department Chair, Goleta Valley Junior High School,**

Goleta, CA, April 1992 – October 1996.

- Facilitated department meetings, mentored new faculty, served on annual interview teams, orchestrated state mandated site Program Quality Review of English curriculum.

**Beginning Teacher Support Program Provider, Goleta Valley Junior High School,**  
Goleta, CA, 1995 - 1996.

- Served as mentor and coach to beginning teachers in mandated state teacher support program.

**Master Teacher, Goleta Valley Junior High School,**  
Goleta, CA 1993 - 1996.

- Served annually as master teacher to Westmont College, UCSB, and Chapman University students. Provided feedback and coaching to beginning teachers.

## **WRITING AND RESEARCH EXPERIENCE**

**National Blue Ribbon Writer, Dos Pueblos High School,**  
Goleta, CA, 2000

- Led whole school writing and research team for Dos Pueblos High School application. Honor received Spring 2000.

**California Distinguished Schools' Writer, Dos Pueblos High School,**  
Goleta, CA, 1999.

- Led whole school writing and research team; served as head writer for Dos Pueblos High School application. Honor received Spring 1999.

**Violence Reduction Grant Recipient, Dos Pueblos High School,**  
Goleta, CA, September 1997.

- Wrote and implemented \$10,000 grant for student and parent support programs, truancy prevention programs, and peer mediation trainings for students.

**WASC Leadership Team, Dos Pueblos High School,**  
Goleta, CA, 1996 - 1997.

- Assistant to the principal as writer and staff planner for the WASC school review.

**GATE Tri-County Grant Recipient, Goleta Valley Junior High School,**  
Goleta, CA, March 1995.

- Wrote and received \$1,500 grant to develop and implement new English and history curriculum.

## **HONORS**

**Parent, Teacher, and Student Association Honorary Service Award,**

- Recipient, Dos Pueblos High School, Goleta, CA, 1999.

**Outstanding Secondary Education Student,**

- Recipient, Westmont College Education Department, Santa Barbara, CA, Spring 1989.

**Parent and Teacher Association Honorary Service Award,**

- Recipient, Goleta Valley Junior High School, Goleta, CA, 1991.

## **PROFESSIONAL ACTIVITIES**

**Expulsion Panel Member,**

Santa Barbara High School District, Santa Barbara, CA, January 2006 – June 2007.

- Served on weekly panel and made recommendations regarding student discipline to school board.

**Westmont College Education Department Advisory Team Member,**

Santa Barbara, CA, 2005 – 2008.

- Attend annual meetings as advisor to the Westmont Education Department.

**Curriculum Council Representative,**

Santa Barbara High School District, Santa Barbara, CA, September 2002 - June 2003.

- Served as administrative representative on district committee regarding curricular decisions for the school district.

**Association of California School Administrators Member,**

Sacramento, CA, Spring 1997 – Fall 2001.

- Attended local conferences and events.

**Santa Barbara Teachers Association Member,**

Santa Barbara, CA, 1990 - 1996.

- Voting member of local teacher's union.

## **COMMUNITY ACTIVITIES**

**Women's Bible Study of Santa Barbara,**

Santa Barbara, CA, 2006 – May 2009.

- Weekly small group discussion leader.

**Parent Volunteer, La Patera Elementary School,**

Goleta, CA, September 2005 – June 2008.

- Weekly volunteer in elementary classrooms.

**Girl Scouts of Tres Condados Board Member,**

Santa Barbara, CA, April 1998 - June 2000.

- Served at monthly board meetings as Second Vice President and fund development committee member.

**Westmont College Alumni Board Member,**

Santa Barbara, CA, September 1994 – March 1996.

- Served as alumni representative for biannual college meetings.

**Santa Barbara Community Church Member,**

Santa Barbara, CA, 1991 – present.

- Volunteer Sunday school teacher, women's ministry volunteer, and past homegroup leader.