

## ANNA-MARIE SILVA

3820 N. Muscatel - Rosemead, CA 91770 – amsilva@la-archdiocese.org

---

### OBJECTIVE

Collaborate with our partner Catholic university to foster the growth of our shared commitment to social justice, inclusiveness, and leadership as we work together to form confident, competent, and faithful instructional leaders.

### EDUCATION

Loyola Marymount University, Los Angeles, CA

**Doctorate for Educational Leadership for Social Justice**

**Candidate**

June 2010-Present

**Master of Arts in Catholic School Administration**

May 2009

**Master of Arts in Child and Adolescent Literacy**

May 2005

University of California at Los Angeles, Los Angeles, CA

**Bachelor of Arts in Political Science**

June 1997

### ADMINISTRATIVE EXPERIENCE

Archdiocese of Los Angeles Department of Catholic Schools July 2013-Present

**Assistant Superintendent/ Area of Expertise Curriculum, Instruction, and Assessment**

- Supervise and support 34 elementary school principals and pastors in the key areas of faith, academic excellence, and stewardship
- Collaborate with Jennifer Beltramo to lead the Department of Catholic Schools in the area of Academic Excellence
- Set, monitor, and support archdiocesan wide curricular goals
- Collaborate with professional communities (consultants, high schools, and universities) to align archdiocesan curricular goals with the services provided by them
- Create a support system comprised of systemic Professional Learning Communities to foster growth and collaboration among instructional leaders throughout the Archdiocese
- Research, provide resources, and support archdiocesan wide curriculum development and transition to ELA and Math CCSS
- Lead professional development on creating school-wide systems and curricular processes
- Collaborate to create and implement an archdiocesan standards based report card
- Pilot and assess benchmark assessments for archdiocesan schools
- Collaborate with curriculum experts throughout the dioceses in California as a member of the California Catholic Schools Curriculum Committee
- Member of archdiocesan professional development committee tasks with allocation of federal funds and programs to enhance student and adult learning
- Lead professional development with cohorts of instructional leaders and faculties to reflect and analyze their curriculum design and evaluation practices

- Collaborate to develop a Core Instructional Model intensive coaching program for inner-city schools
- Coach and mentor instructional leaders individually and in cohorts
- Respond to diverse adult learners so they can model and lead in their school communities

Archdiocese of Los Angeles Depart of Catholic Schools August 2011-June 2013

**Member of the Elementary School Leadership Council**

- Represent deanery 9 (15 school cohort) and develop a professional learning community
- Membership on Stewardship Committee
- Collaborate with ESLC members and deanery principals to create and nurture the vision for Catholic schools in the Los Angeles Archdiocese
- Create partnerships with outside agencies to foster growth for deanery schools

School of Santa Isabel, Los Angeles, CA

August 1998- Present

**Principal**

- Serve as a spiritual, instructional, and financial leader
  - Comply with school, archdiocesan, and state policy
  - Launch a four-year strategic management plan
  - Stimulate the involvement of all stakeholders in revising the mission and vision statements
  - Recognize the need and initiate the development of a Consultative School Board
  - Work with the Consultative School Board to review, revise and achieve quarterly plans/objectives
  - Research the demographics of the school community and the area it serves in order to meet needs and predict trends
  - Develop and maintain a collaborative staff
  - Introduce a standards based curriculum
  - Respond to the teaching cycle of staff and accommodate to meet their needs while building a professional learning community
  - Implement and sustain a 200 day school year
  - Observation/ Teacher Evaluations/Feedback/Reflection/Growth Support
  - Research, implement, and support Differentiation, Curriculum Mapping, and Math CCSS
  - Implement Technology Innovation
  - Participate in Pilot Programs with Loyola Marymount University (CMAST), Los Angeles Archdiocese (C3), Catapult (Family Connections and Specialized Coaching), White Memorial, and Art Trek
  - Create a culture of learning that uses data as a basis for decisions
- 
- Collaborate to ensure a curriculum with high expectations and growth for all students
  - Develop relationships with pastor and parish communities

- Communicate the mission of the school
- Forecast budgets
- Allocate funds and resources to align with the strategic management plan
- Create an enrollment management plan
- Enrollment growth and sustainability for consecutive years
- Revitalize parental and community involvement
- School Board Memberships at High Schools and College as well as community boards
- Prioritize faith and service at the center of the school community
- Passionately support and model the Catholic identity of the school

#### **Vice-Principal**

- Supervise curriculum and instruction
- Interpret data
- Represent faculty and staff on the P.T.A.
- Promote mentorship program
- Complete and report WASC documentation
- Support and model the Catholic identity of the school

#### **Mentor Teacher**

- Participate in intensive training program and put training into practice at school site
- Support teachers at school site and other school sites regarding classroom management, curriculum, instruction, and teaching strategies
- Collaborate with other mentor teachers and share resources
- Develop individual and school goals aligned with success for students and teachers
- Support and model the Catholic identity of the school

#### **TEACHING EXPERIENCE**

Santa Isabel School, Los Angeles, CA

May 1998- June 2013

- Manage a safe and collegial classroom environment
- Establish and maintain good rapport with parents to improve and maintain student learning
- Adapt to changing needs of the students, classroom, and school
- Communicate and collaborate with faculty/ staff and administration to ensure student success
- Communicate with public school districts to meet special needs
- Inspire students to become life long leaders
- Empower students to be agents of change for themselves and their community
- Support and model the Catholic identity of the school

#### **SKILLS**

PC, Microsoft Word, PowerPoint, Excel, Web Design, Outlook, Allocating Budgets to serve the needs of a school community, Strategic Planning, Public Speaking, Working in Diverse Learning Communities, Curriculum Development

Communities, School Board Membership, Grant Writing, Research, Relationship  
Building

**REFERENCES AVAILABLE UPON REQUEST**