

CANDICE ROUNTREE

ASPIRING SCHOOL LEADER

READING RESOURCE TEACHER | INSTRUCTIONAL COACH

📍 INDIAN HEAD, MD
📞 (240)-270-6077
🌐 CANDICEROUNTREE.COM
✉ CROUNTREE@CCBOE.COM

"Leadership is not about titles, status, or power. It's about service." — Ghirley Chisholm

Professional Summary

Instructional leader with 20+ years of experience in teaching, literacy instruction, coaching, MTSS implementation, Special Education, and professional development. Skilled at building teacher capacity, aligning instruction with standards and school goals, leading academic programs, and improving outcomes through high-quality coaching and collaboration in high-needs, Title I school environments.

Leadership Experience

Charles County Public Schools — **Reading Resource Teacher / Instructional Literacy Team (ILT)**
Eva Turner Elementary School (Title I Community School), MD • 2024–Present

- Lead and coordinate the school's literacy program, aligning teaching and learning with curriculum standards and school goals.
- Serve as ELO (Extended Learning Opportunities) Coordinator, planning and overseeing targeted enrichment and academic support activities.
- Use classroom observations and student data to identify instructional trends, support needs, and to inform targeted coaching and intervention planning.
- Guide the MTSS process, ensuring systematic Tier 2 and Tier 3 support; manage student data entry, progress monitoring, and response-to-intervention documentation.
- Coach teachers in evidence-based reading instruction and model effective instructional practices that foster continuous improvement.
- Conduct non-evaluative classroom observations and walkthroughs; engage in structured pre- and post-observation conferences to deliver actionable, growth-oriented feedback.
- Host school walkthroughs and feedback conversations rooted in the Danielson Framework for Teaching (FFT).
- Serve as a Danielson Ambassador, training instructional staff in FFT implementation and feedback protocols.
- Identify staff learning needs and design, differentiate, and deliver professional development aligned to data, instructional goals, and school improvement priorities.
- Measure the impact of professional learning on teacher practice and student outcomes.
- Lead and train instructional teams including 6 Title I tutors and 2 reading interventionists on Tier 2 and Tier 3 interventions and best practices.
- Lead collaborative planning meetings and facilitate Kid Talks with grade-level teachers to monitor student progress and adjust instruction.
- Manage and distribute instructional materials; train educators on implementation to maximize fidelity and impact.
- Lead community literacy events and engage families to support school-wide literacy goals.
- Build trust and rapport with teachers while holding high expectations for instructional excellence.

Special Education Case Manager

Berry Elementary School, MD • Aug 2023–Jul 2024

- Managed the special education process, including scheduling, leading, and facilitating annual and amendment IEP meetings; ensured timely communication and documentation.
- Entered and updated IEP data in the student information system; finalized and distributed IEPs to families and staff while maintaining compliance timelines.
- Shared IEP information with relevant educators and collaborated with providers to support student progress toward goals.
- Prepared and mailed IEP progress reports aligned to report card cycles; managed transition planning for students 16+.
- Participated in Functional Behavior Assessments and manifestation determinations to inform student support decisions.

Additional Teaching & Leadership Experience

International Community School of Abidjan (ICSA) Ivory Coast West Africa | District of Columbia Public Schools (DCPS) | Prince George’s County Public Schools (PGCPS) • 2006-2023

Abidjan, Côte d’Ivoire • 2018–2023

Grades 1 & 3 Teacher | Department Head | Professional Learning Coordinator | DEIJ Steering Committee Team

- Provided leadership and direction as Service Learning Elementary Leader, developing and implementing community-focused learning initiatives that connected classroom instruction with real-world impact.
- Designed and facilitated professional development and leadership training for faculty and staff, strengthening instructional practice and school-wide leadership capacity.
- Served as facilitator for the DEIJ (Diversity, Equity, Inclusion & Justice) Steering Committee, guiding strategic planning and initiatives to cultivate culturally responsive practices and inclusive school culture.
- Chaired the Upper Primary School Division, supporting curriculum alignment, teacher collaboration, and student achievement across grade levels.
- Contributed as a key member of the School Leadership Team, participating in operational planning, policy development, and continuous improvement efforts to advance academic excellence and community goals.

Washington, DC • 2008–2018

K–5 Teacher | Grade Level Lead | Staff Development Facilitator

- Delivered instruction, supported grade-level teams, and facilitated professional development.

Prince George’s County Public Schools (PGCPS)

Head Start and Kindergarten Teacher | Staff Development Facilitator • 2006–2008

- Facilitated professional development and instructional support.

Education & Certifications

- MSA in Educational Administration, 2013
- Administrative I – School Leadership Endorsed
- APC (Advanced Professional Certificate)
- Micro-credential: The Science of Reading Fundamentals for Maryland Educators, 2025
- Special Education Certification, 2024
- Elementary Education 1–6 Certification (MD, USA)
- Early Childhood Education Certification (DC, USA)
- BA in Child Development, 2005

Core Competencies

- Literacy & Reading Instruction
- Instructional Coaching & Feedback
- MTSS & Intervention Management
- ELO Program Coordination
- Data Analysis & Progress Monitoring
- Professional Development Design & Delivery
- Danielson FFT Implementation
- Collaborative Planning & Adult Support
- Community & Family Engagement