



# CANDICE K. ROUNTREE

## SCHOOL LEADER

### CONTACT

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Abidjan, Côte d'Ivoire

US Citizen

### PROFESSIONAL INTERESTS

Developing Team Culture  
Diversity, Equity, Inclusion & Justice, DEIJ  
Inquiry based learning  
Master Scheduling  
Staff Wellbeing  
Professional Development  
Positive Behavioral Management  
Service Learning  
Conflict Management & Resolution  
Instructional Leadership  
Grants Writing

### EDUCATION & CERTIFICATIONS

MSA Educational Administration, 2013  
BA Child Development, 2005  
Ed.D Admin-Curriculum and Instruction, present

Early Childhood Education (DC, USA)  
ASC Administrative Service Credential (DC, USA)

Association of International Educators of Color,  
AIELOC, Aspiring School Leaders Program, present

### EMPATHETIC SCHOOL LEADER

Motivated, driven, and empathetic school leader with a commitment to learning and collaboration and a proven track record in service learning, adult learning and diversity, equity inclusion and justice (DEIJ) through a servant and transformational style of leadership.

### PROFESSIONAL OVERVIEW

- 18 years of teaching and leadership experience
- Primary school leadership experience, 1.5 years as School Leader Intern
- Leadership experience at ICSA
- Ed.S in School Administration with a concentration in Curriculum and Instruction
- International Baccalaureate (IB) training
- Business Experience

### KEY COMPETENCIES

- Procurement of Goods and Services
- Grants Writing
- Climate and Community Building
- Improving Student Achievement
- Conflict Management and Resolution
- Adult Learning
- Instructional Best Practices
- Data Analysis
- Standards Based Practices

### LEADERSHIP EXPERIENCE & SKILLS

#### PROFESSIONAL LEARNING (PL) COORDINATOR, CTT COLLABORATIVE TEACHER TRAINING

International Community School of Abidjan, Côte d'Ivoire

August 2018-present

- Supports 250 students and 38 staff
- Developed and implemented the schools 1st professional growth program
- Lead school-wide PL communities
- Manages logistics, communication, and quality control of PL units
- Customize PL activities for various groups and individuals
- Analyze PL data to inform next steps in adult learning
- Align learning experiences with school-wide goals
- Promote and Advertise PD units
- Prepare effective and comprehensive oral and written communications, reports, publications, and presentations

#### DEPARTMENT HEAD

International Community School of Abidjan, Côte d'Ivoire

August 2022-present

- Liaise with teaching staff members and school leaders to achieve set goals
- Establish a structure for team collaboration, decision-making, and grade level team meetings.
- Set grade level team collaboration norms and ensure implementation by the team
- Select, use, and interpret evaluation data
- Provide organizational leadership and support to teachers within their grade level
- Attend weekly Leadership Team (LT) meetings focused on communicating/ improving school-wide initiatives, student achievement and daily functioning of the school

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## SCHOOL LEADER

### RECENT PROFESSIONAL ACTIVITIES

Grants Writing - SENIA

MSA Accreditation Chair for Early Childhood-ICSA

Teach Life Skills to Abused West African Women  
-Shalom House-Abidjan

Shipping Donated Reading Materials from Prince  
George's County public Schools, MD to Local Schools  
in Abidjan.

### PERSONAL INTEREST

Authoring children's books  
TEDx- Giving a talk (Black Woman Resilience)  
Social Media as Educational Tool,  
Family-2 sons, 1 adult daughter and grandson  
Starting a NPO (African Diaspora College Prep)

### REFERENCES

Seamus Hennessy, Director, ICSA  
[seamus.hennessy@icsabidjan.org](mailto:seamus.hennessy@icsabidjan.org)

Heather Naro, Principal, ICSA  
[heather.naro@icsabidjan.org](mailto:heather.naro@icsabidjan.org)

Matt Losch, Curriculum Coord., ICSA  
[matt.losch@icsabidjan.org](mailto:matt.losch@icsabidjan.org)

Maipelo N'guessan, Service Learning,  
Child Safety Officer, DEIJ Lead, ICSA  
[mnguessan@icsabidjan.org](mailto:mnguessan@icsabidjan.org)

Margit Heinrichs, former Principal, ICSA  
[margit.heinrichs@gmail.com](mailto:margit.heinrichs@gmail.com)

Jervie Pettie, Administrative Internship supervisor,  
Trinity Washington, University, DC, USA  
[jrvpetty@yahoo.com](mailto:jrvpetty@yahoo.com)

### SERVICE LEARNING LOWER SCHOOL HEAD

International Community School of Abidjan, Cote d'Ivoire

August 2019-2022

- Developing communication, collaboration, leadership, problem solving, decision making, risk taking, and critical thinking in instructional staff and students
- Investigating the needs of the community
- Planning and preparing for community action
- Reflecting on the learning experiences of staff and students
- Demonstrate and communicate learning using 21st Century skills
- Maintain and support community partnerships
- Implement SL standards into instructional practices



### DEIJ STEERING COMMITTEE MEMBER

International Community School of Abidjan, Cote d'Ivoire

August 2022-present

- Examine the student and staff school experience; provide a safe space for students and adults
- Meet monthly with the senior leadership team to strategise, plan and set DEIJ goals
- Create the conditions for meaningful progress on community outcomes
- Promote elements of engagement for students and staff;
- Plan school-wide events and activities to promote full inclusion
- Identify priorities based on a assessment of the organization's current state

### ADMINISTRATIVE INTERNSHIP

District of Columbia Public Schools (DCPS), Peabody Primary School

2012-2013

- Served approximately 210 students and 24 instructional staff
- Performed peer-to-peer evaluations to include pre and post observation conferences
- Authored a school improvement and technology integration plan
- Planned and facilitated back-to-school night
- Maintained clear and consistent communication with staff and parent populations
- Analyzed data to inform instruction
- Worked alongside principal to create schedules for daily work flow
- Created assessment windows for all grades

### EDUCATOR EXPERIENCE

ICSA, Abidjan, 2018-present

- Grades 1 and 3 Teacher (AERO, Common Ground, Bridges Math, Workshop Model)

District of Columbia Public Schools (DCPS) 2008-2018

- Grades K-5 Teacher (Common Core, Singapore Math, Engage NY)
- Grade Level Team Leader - Kindergarten and 1
- Staff Development Facilitator

Prince George's County Public Schools (PGCPS) 2006-2008

- Head Start and Kindergarten Teacher (Montessori)

### BUSINESS EXPERIENCE

US Department of Labor, Bureau of Labor and Statistics, Washington DC, 1998-2006

Procurement Specialist

- Manage the Procurement Process and the Supply Base Efficiently and Effectively
- Develop and maintain strong relationships with other government agencies
- Locating suppliers, negotiating prices, ensure timely delivery of goods and services
- Write small government contracts and statements of work and manage project through completion
- Advertise RFQ's, requests for quotes, RFB's request for bids for GSA and private industries