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# Donna James

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## Experience

2007-Present North Carolina State Director of Southern Association of Schools and Colleges Council on Accreditation and School Improvement

- Oversight of accreditation process for schools and school systems in North Carolina

2003-2006 Director of Elementary Education and Director of Professional Development, Buncombe County Schools

- Facilitated the Elementary Reading Textbook Adoption Process; this included the coordination of the development of a system-wide evaluation rubric to ensure consistency of the review of the texts across the elementary schools, 2005-06
- Coordinated the development of a system-wide professional learning calendar, 2005-06
- Developed and implemented professional development for Principals; the first Principals' Book Talk in BCS- Professional Learning Communities in Action by Rick DeFore, 2005-06
- Coordinated and planned the Administrative Retreat for Buncombe County Schools Principals and Central Office Staff, 2004-06
- Facilitated the SACS/CASI District Accreditation Process, 2004-06
- Co-developed the Continuous Improvement Model for BCS Schools' Improvement Planning, 2004-05
- Coordinated Instructional Coaching Professional Development for K-12 Curriculum Specialists/Technology Facilitators with the National Staff Development Council, 2006-08
- Coordinated the development of a system-wide Elementary Math Planning/Pacing Guide to align with the

Investigations Math Program, 2004-05

- Facilitated the Title II Federal Grant Program, 2003-2006
- Coordinated the development of a system-wide writing plan, 2006
- Facilitated the development of a three-year comprehensive professional learning plan, 2006

January 2003-August 2004 Elementary Curriculum Coordinator,  
Buncombe County Schools

- Facilitated the Elementary Social Studies Textbook Adoption Process, 2003
- Facilitated the development and implementation of a new K-5 Report Card, 2003-04

July 2000-January 2003 Initially Licensed Teacher Coordinator,  
Buncombe County Schools

- Coached first and second year teachers through the North Carolina Product for Initial Licensure
- Developed Beginning Teacher Orientation Program for Initially Licensed Teachers in BCS

1995–2000 Black Mountain Elementary School, Black Mountain,  
NC

Principal

- Opened new facility.
- Managed School Within A School - Year Round and Traditional Schedule Programs, 1995-1997
- Initiated “Books Alive” School Wide Integrated Literature Based Teaching Units.
- Initiated Paideia Program.
- Developed and Implemented School-Wide Writing Program.
- Initiated “Elementary Entertainers”—Extra-Curricular Drama Program.

1992-1995-North Buncombe Elementary School, Weaverville, NC  
Assistant Principal

- Administered the school bus program.
- Assisted principal with teacher supervision.
- Provided Professional Development for the staff in Cooperative Learning and the Paideia Program.

- Lead Teacher, NBES Summer School, 1994.

1991–1992- Glen Arden Elementary School, Arden, NC  
Fifth Grade Teacher

- Member of School Improvement Team
- Odyssey of the Mind Coach

1988–1992-Career Ladder Evaluator-Buncombe County Schools

- Observed and evaluated pre-school through high school teachers.
- Observed and evaluated school psychologists, school social workers, and pre-school speech teachers.

1981–1988-Glen Arden Elementary School, Arden, NC

- First Grade Teacher
- Fourth Grade Teacher
- Second-Third Grade Combination Teacher
- Third-Fourth Grade Combination teacher
- Member of School Improvement Team
- Member of Beautification Committee
- Math Committee Chairperson
- Member of Paideia Committee
- Initiated and coordinated the first school-wide Math Fair.
- Member of County Wide School Improvement Team.

1978-1981 Haw Creek Elementary School, Asheville, NC

- Fourth Grade teacher
- Second Grade teacher

1977-78-Immaculata School, Hendersonville, NC

- Fourth Grade Teacher

1974-1978-St. Joan of Arc School, Asheville, NC

- First Grade Teacher

## **Education**

- Western Carolina University-Ed.D Educational Leadership, August 2002

- Western Carolina University-MAED Educational Administration, May 1991.
- Fort Hays Kansas State University-BS Elementary Education, May 1973.
- University of California at Sacramento-1968-69.

**Honors**

- Glen Arden Elementary School, Teacher of the Year, 1984-85.
- Buncombe County Math Teacher of the Year, 1987.
- Woman of Influence, YWCA TWIN Award , 2009

**Relevant Professional Experiences**

- Affiliate for the Graduate Faculty of Western Carolina University 2004-present, Teacher as Leader Course (EDCI-613)
- Presenter-Western Carolina University Research Symposium, April 2005 “North Carolina Principals’ Perceptions of How School Systems Meet Their Professional Development Needs”
- Western Carolina University SUTEP Committee Member, 2003-present
- WCU SUTEP Professional Development Committee Co-Chair, 2004-2008
- SACS-CASI-Peer Review Chair,2004-present
- Presenter: 2009 Annual AdvancED Conference Chicago, Illinois, “Creating a Teachable Point of View”
- SACS-CASI-Member of District Accreditation Team, Liberty County, Georgia, March 2006
- SACS CASI-Internal Facilitator Training, March 2006
- SACS CASI-Presenter at State Conference, September 2005
- Participant National Staff Development Council/Wachovia

Coaches Project 2004-05; This project included leaders from five states for the purpose of developing Instructional Coaching Models in these states. I contributed to developing the mission statement for the North Carolina Instructional Coaches' Academy

- Smart Start Board Member 2003-present
- Smart Start Board Vice-Chair, 2009-10
- Smart Start Board Executive Committee Member 2005-present
- Smart Start Board Program Committee Member 2004-present
- Smart Start Program Committee Chair 2005-present
- Attended Critical Friends Coaches Training, Chattanooga, Tennessee, June 2004
- Presented Paideia Staff Development: Venable School, 1989, North Buncombe Elementary School, 1994, Valdese Elementary School, 1994, Buncombe County Schools, 1998, Swain County Schools, 1999.
- Presented Cooperative Learning Staff Development: Pisgah Elementary School, 1989, Reynolds High School, 1990, Buncombe County Schools, 1993, North Buncombe Elementary School, 1994.
- Member of Buncombe County Schools Character Education Task Force, 1994.
- Assistant Principals' Executive Program Graduate, December 1994.
- Taught Communications' Arts, Fall Semester 1992, UNC-Asheville
- Project TEACH-STAT Participant, Center for Math and Science Education, UNC-CH, 1992
- Project TEACH-STAT Instructor, Buncombe County, Summers of 1993 and 1994.

- University of Minnesota, Cooperative Learning Summer Program with Dr. David Johnson and Dr. Roger Johnson, Summers of 1988, 1989.
- NCCAT Seminar Participant, “Habits of the Heart”, September, 1986, Paideia, 1989, Cullowhee, NC
- Facilitator, Talks With Educators, Sponsored by NCCAT and North Carolina Public School Forum, Asheville and Boone, 1987.
- Member of the Buncombe County Schools study group that traveled to the Leningrad, Moscow, and Krasnidar, Soviet Union for the purpose of Comparative Education Study, April 1989.
- Member of the Mountain Area Teacher Education Center Study Group that traveled to Germany, Great Britain, France, and Switzerland for the purpose of Comparative Education Study, June, 1980.

**Community  
Involvement**

- Western Region Office (WRO) of Catholic Social Services Board Member, 2003-present
- WRO CSS Board Chair, 2004-2008
- Diocese of Charlotte Catholic Social Services Board Member, 2005-present
- Diocese of Charlotte Catholic Social Services Board, Chair 2009-10
- Asheville United Way Funding Council Member 2004-present
- Asheville United Way Funding Council Vice-Chair 2005-present
- Asheville United Way Core Volunteer 1998-2008
- St. Barnabas Catholic Church Pastoral Council, 2002-2009

- St. Barnabas Catholic Church Pastoral Council, Chair, 2003-05
- St. Barnabas Catholic Extraordinary Minister 2000-present
- St. Barnabas Catholic Church Lector 2001-present
- St. Barnabas Catholic Church Chair of Parish Pastoral Planning, 2009