

# DR. LILLIAN NORRIS-HOLMES

**Lillian Norris-Holmes, Ed.D., Ed.S., M.S.**, has over thirty years of experience as a retired K-16 professional educator and holds the Maryland State Department of Education Doctorate-Advanced Professional Certificate in Administration. From **1997 to 2017** she held several administrative positions in Prince George's County Public Schools. She served as Coordinator of Homeschooling; Academic Supervisor Department of Curriculum and Instruction for Enrichment and Specialty Programs; Grant Specialist Department of Federal Grants and Instructional Specialist Department of Title 1. The positions allowed her professional opportunities to supervise academic curriculum of students officially registered in the school district to receive home instruction. Provide data and documented findings to principals of underachieving schools, identify schools' strengths and needs, and recommended ways to improve curriculum and instruction. Additional services included collaborative and team-building approaches with principals across multiple schools to develop parent-student-teacher-school initiatives, conduct professional development workshops and in-service training. Dr. Norris-Holmes served as coordinator for numerous committees that focused on advocating services for at-risk-children and educational reform. Extended opportunities warranted participation in grant and proposal writing, monitored management of federal and State school budgets, submission of weekly, bi-weekly, quarterly, and annual reports to the school system and Maryland State Department of Education. From **1990-1997** Dr. Norris-Holmes' responsibilities as a Senior Lecturer at Morgan State University Baltimore, Maryland included developing college syllabi; preparation and development of teaching materials for courses; delivery of educational lectures and seminars; development and implementation of new teaching methods to reflect changes in research relating to urban public-school students. Assessed students coursework, graded examinations, supervised students' research projects, carried out administrated duties related to the department such as student advisement, supervisory and placement of student teachers, contributed to professional conferences and seminars in her field of educational expertise, participated in departmental faculty training, wrote professional documents such as development of departmental forms, and completion of documents for National Council Accreditation for Teacher Education (NCATE) accreditation.

## EXPERIENCE

**2017- Present**

**Retired K-16 Professional Educator.**

**2010-2017 Prince George's County Public Schools; Upper Marlboro, MD.**

**Supervisor of Curriculum and Instruction/Home Schooling Office:**

**Operated** Home Schooling Office and Services in alignment with **COMAR 13A.10.10.01** Maryland State Department of Education Home School Regulations. **Implemented** and monitored all aspects of Home Schooling Office to ensure State of Maryland goals and guidelines were achieved. **Ensured** implementation of procedures used by local school system for homeschooled students receiving regular and thorough instruction during the school year. **Served** as liaison between home schooled families, Home School Office, Schools and Pupil Personnel Workers. **Scheduled** and conducted required end of semester Portfolio Reviews of students receiving home instruction. **Collaborated** with Director on issues and concerns of families and students receiving home instruction. **Interpreted** State and county policies and procedures, made recommendations to principals and Professional Guidance Counselors. **Provided** assistance with maintaining accurate data of home schooled students. **Developed** and submitted annual data reports to Maryland State Department of Education. Attended State-Wide Annual Homeschooling Meetings.

**2008-2010 Prince George's County Public Schools; Upper Marlboro, MD.**

**Supervisor of Curriculum and Instruction/Enrichment and Specialty Programs:**

**Responsible** to Director of Enrichment and Specialty Programs for management oversight of numerous specialty programs offered to enhance and enrich educational services and experiences of students attending Prince George's County Public Schools. **Worked** directly with Director to provide educational leadership and planning for directions of day-to-day activities that ensured support and alignment with system-wide goals and priorities for the development of instructional policies and procedures. **Supervised** educational research and provided updates on the wide range of special and unique subjects, activities and learning experiences offered nationally through enhanced and enriched curriculums. **Steered** research-based and practical instructional expertise that tracked progress on curriculum and assessment development, classroom materials, professional development, instructional coaching and team-teaching. **Worked** collaboratively with management in the design and development of a system framework to support effective working relationships with external partners and monitor business operations to ensure efficient and effective use of resources.

**2004-2008 Prince George's County Public Schools; Upper Marlboro, MD.**

***Instructional Supervisor Title-V:***

**Responsible** to Director of Grants for program operation and management of Title-V federal funding used to fund nine after-school programs. **Provided** leadership and direction for instruction in Innovative Extended Time Programs. **Worked** collaboratively with Learning Specialist to implement Innovative Extended Time Learning Programs in selected schools. **Collaborated** with Learning Specialist on the evaluation of Program Plans submitted by schools to ensure that initiatives support programs designed to increase academic achievement and improve the quality of education for all students. **Served** as department representative with the Director at meetings and conferences. **Advised** school administrators, teachers and other professional personnel of compliance regulations, and policies and procedures that govern state and federal funding. **Devised** and disseminated communication documents including program operations, guidelines, and evaluations, meeting announcements, staff development and program updates. **Managed** preparation of Title V-A budget and monitors expenditures. **Provided** on-going technical assistance to Nonpublic Schools and Innovative Extended Time Programs in selected non-Title I schools in improvement. **Submit** monthly reports to Director of Grants.

**2002-2004 Prince George's County Public Schools; Upper Marlboro, MD.**

***Instructional Supervisor Title 1:***

**Responsible** to Director of Federal Programs for assisting in monitoring federal and state grant funds to ensure children received extra services. **Designed**, implemented and monitored individual schools' federal budgets. **Ensured** each school submitted funded initiative forms to outline utilization of Title 1 Federal funds to support school improvement plans. **Provided** on-going technical support regarding Title 1 legislation, policies and procedures. **Worked** collaboratively with department and school-based administrators to ensure review of school improvement plans and maintained an open dialogue of the school improvement process. **Maintained** accurate records and schedules pertaining to financial records, staffing records, milestones and program accountability. **Provided** staff development for administrators, teachers and para-professional educators on legislation related to reauthorization of the Elementary Secondary Education Act.

**1997-2002 Prince George's County Public Schools; Upper Marlboro, MD.**

***Curriculum and Instructional Specialist:***

**Responsible** to Director of Title 1 for assisting in development and implementation of schools improvement plans. **Designed** and implemented site-based professional development. **Collected** and analyzed student academic achievement data (data utilization). **Prepared** and provided curriculum resource materials. **Demonstrated** effective instructional strategies and "best practices". **Conducted** and facilitated workshops/ in-services for parents and teachers.

**1990-1997 Morgan State University; Baltimore, MD.**

***Morgan State University Senior Lecturer***

**Responsible** to Dean of Education and Administration for lecturing and supervising student teachers. **Senior Lecturer** for EDUC. 199 Introductions to Teaching. ELED.300 Child Development and Learning. ELED.313 Children's Literature. ELED.315 Curriculum Principles and Practices in the Elementary Schools.

ELED.407 Methods of Teaching Social Studies in the Elementary Schools. ELED.408 Methods of Teaching Science in the Elementary Schools. ELED.409 Methods of Teaching Math in the Elementary Schools. ELED.474 Methods of Teaching Language Arts in the Elementary Schools. ELED.487 Methods and Practices of Student Teaching.

## EDUCATION

**Ed.D.** Educational Leadership, Cambridge College, Cambridge, Massachusetts, - June 2008.

**Educational Specialist**, Curriculum and Instruction, Cambridge College, Cambridge, Massachusetts, -June 2003.

**Ed.S.** Educational Leadership, Cambridge College, Cambridge, Massachusetts - August 2002.

**Masters plus Thirty–Gifted Education**, University of South Carolina, Columbia, South Carolina, - 1986.

**M.A.** Supervision and Administration Elementary Education, Hampton Institute, Hampton, Virginia, - 1975.

## SKILLS

- Capability to promote high quality education for children and youth
- Ability to conduct current research and data on issues effecting children
- Ability to develop partnerships with families and communities
- Qualifications to work with school officials, legislators, and elected officials to address educational policies and procedures affecting children, youth, families, and communities
- Strong written and verbal communication skills

## ACTIVITIES

Dr. Norris-Holmes is passionate about the education of America’s underserved children and therefore, completed her dissertation on **Implementing High-Quality, Federally Funded Afterschool Programs In A High-Poverty Public School District**. She chose to research this as a dissertation topic as it was in direct correlation with her Title 1 Curriculum and Instructional Specialist position at the time.

## COMMUNITY SERVICE

Since 2011, Dr. Norris-Holmes has grown very passionate about America’s politics. Therefore, she applied and was selected as an **Obama Fellow for the 2012** presidential election. Dr. Norris-Holmes has served in several national, State and local leadership positions as she campaigned for candidates and elected officials. She has held several political events, fund raisers, phone banks at her home in Columbia, Maryland. Three political events related directly to **Fair Elections Howard County featured Ben Cohen of Ben and Jerry Ice Cream and Ben Jealous on two occasions**. She attended several events as guest or as a representative for her Congressman, John Sarbanes. One of her most recent accomplishment was recipient of the **2017 Wendy Fiedler Lifetime Achievement Award** presented by the Howard County Democratic Central Committee. Dr. Holmes currently serves as Board Advisor to Common Cause Maryland; Maryland Advocates for Children and Youth; and EduSerc-Educators Serving the Community.

Dr. Norris-Holmes is committed to education and America’s democracy.