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**PROGRAM MANAGEMENT ■ PUBLIC ADMINISTRATION ■ EDUCATION**

**Dynamic, results-focused leader with over 20 years of distinguished contributions**

SELF-DRIVEN AND DEDICATED **VISIONARY LEADER** WITH EXPERIENCE IN GOVERNMENT, ACADEMIC AND NONPROFIT ENTITIES. **ASTUTE ANALYST** AND **STRATEGIC THINKER** WITH SUPERB ORGANIZATIONAL DEVELOPMENT, **CHANGE MANAGEMENT** AND CONFLICT RESOLUTION SKILLS. **ARTICULATE**, **CHARISMATIC**, AND **RELATIONAL. INNOVATOR** PROFICIENT IN THE CREATION AND REFINEMENT OF SUSTAINABLE SYSTEMS.

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**LEARNING CREDENTIALS**

Cornell University – Ithaca, New York		
<b>GRADUATE CERTIFICATE (DIVERSITY, EQUITY, AND INCLUSION)</b>		2022
University of Kansas – Lawrence, Kansas		
<b>MASTER OF BUSINESS ADMINISTRATION (LEADERSHIP AND MANAGEMENT)</b>		2020
Walden University – Minneapolis, Minnesota		
<b>DOCTOR OF EDUCATION (HIGHER EDUCATION AND ADULT LEARNING)</b>		2014
University of Kansas Medical School – Wichita, Kansas		
<b>FELLOW, KANSAS PUBLIC HEALTH LEADERSHIP INSTITUTE</b>		2004
University of Kansas – Lawrence, Kansas		
<b>DOCTOR OF DEVELOPMENTAL CHILD PSYCHOLOGY (ABD) ▪ Academic Achievement Award</b>		2001
University of Kansas – Lawrence, Kansas		
<b>MASTER OF ARTS: HUMAN DEVELOPMENT AND FAMILY LIFE ▪ Academic Achievement Award</b>		1996
University of Kansas – Lawrence, Kansas		
<b>BACHELOR OF AFRICAN AND AFRICAN AMERICAN STUDIES</b>		1992

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**CAREER TRACK**

<b>NATIONAL DIRECTOR OF PROFESSIONAL DEVELOPMENT</b>	FEBRUARY 2023 – present
NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	Washington, DC

Provide **inspirational and accountable** leadership for PD department that directs and oversees all professional learning content for NAEYC. **Creates** and implements a **business plan** and **roadmaps** that offers members and customers solutions aligned with NAEYC’s strategic priorities. Broaden NAEYC’s reach in the field of early childhood education and **grow revenue** opportunities and create a **scalable model** for marketing professional development. Develop and maintain a **strategic plan** for NAEYC’s approach to training. Lead content acquisition. Serve as the **lead spokesperson** and as a master trainer on NAEYC’s core content.

- ▶ **Strategically** connect and support NAEYC **business lines** by driving the professional learning portfolio of the organization.
- ▶ Leverage proficiency instructional design process, including **adult learning theory**, learning technologies and instructional design methodologies to **position NAEYC as a competitive** resource for Early Childhood Education content.
- ▶ Monitor external **market trends** in Adult Learning Theory and Early Childhood Education and develop frameworks to create **competitive learning opportunities** for members and nonmembers.
- ▶ Collaborate across the organization to ensure consistency of NAEYC **content and product alignment** toward **innovation**.
- ▶ **Cultivate and develop relationships** with current and future partners, vendors, and content providers.
- ▶ Secured International Accreditors for Continuing Education and Training (**IACET**) **Accreditation**.

<b>Sr. DIRECTOR OF TRAINING AND QUALITY, (NCECDTL)</b>	FEBRUARY 2022 – February 2023
ZERO TO THREE	Washington, DC

Provided **leadership and oversight** for the training and technical assistance (T/TA) and professional development activities of the National Center on Early Childhood Development Teaching and Learning (NCECDTL). Served as a key member of the leadership team. Acted as a **subject matter expert** for the center on content related to a wide range of areas supporting **birth to five** child development, effective teaching and home visiting practices in Head Start/Early Head Start, early childhood settings, curriculum and assessment, and workforce priorities.

- ▶ **Led** NCECDTL’s training efforts to identify, develop, and promote the implementation of evidence-based and **culturally and linguistically responsive practices** across center-based, family child care, and home-based early childhood programs and settings.

DIRECTOR/INSTRUCTIONAL SUPERINTENDENT, EARLY ED. DEPT.  
DENVER PUBLIC SCHOOLS

FEBRUARY 2020 – February 2022  
Denver, Colorado

In collaboration with the Executive Director, **co-led** and provided the **strategic direction** and **vision** for the department. **Initiated** the development of department policy and procedures. Served as the internal liaison and thought partner with other key departments within the district. Acted as the **chief instructional leader** of the department and work cross functionally to ensure alignment with district's key priorities while meeting the needs and interests of adult learners. Served as the **Instructional Superintendent** for the district's early education program which is comprised of school leaders, 315 programs and 800 teaching professionals. Evaluated and led for **instructional improvement** across programs. Developed and **managed budgets and fiscal processes** that inform forecasting and planning specific to department and program capacity.

- ▶ **Secured** departmental **funding** (approx. \$400,000 annually) from state and local government agencies.
- ▶ **Authored** the department's comprehensive **program guidance** document for remote learning during COVID-19 pandemic which was replicated in the city of Denver.
- ▶ **Created** districtwide asset-based **policy** with the Gifted and Talented and Special Education teams to ensure **equity** and support the diverse needs of students.
- ▶ Co-developer of the **restructure** of the Early Education Department and **facilitator** of the **change management** process.

ACADEMIC MANAGER  
DENVER PUBLIC SCHOOLS

SEPTEMBER 2019 – FEBRUARY 2020  
Denver, Colorado

**Strategic leader** of programs and initiatives that impacted the district in **achieving overreaching goals**. Led the day-to-day operations of a broader **strategic function** and shaped the framework of DPS in a forward thinking and dynamic manner. Led a **multidisciplinary, high impact team** in building districtwide capacity through the creation of targeted professional learning opportunities for educators. Developed **operational plans**, budgets, schedules, and performance measures to ensure compliance with internal and external partners. **Analyzed** past trends and **identified gaps** to provide recommendations that improved program delivery. Created **innovative strategies** specific to process alignment within the district and refinement in relation to professional learning development and implementation.

- ▶ **Revised the context and scope** of the work of core team to leverage capacity to impact the diverse needs of students in concert with the mastery of **culturally responsive instructional strategies** for teachers.

DIRECTOR OF PROGRAMS  
FAMILY STAR MONTESSORI SCHOOL

JULY 2015 – May 2017  
Denver, Colorado

Served as the **Chief Operations Officer** of the school. Served a **member of the senior leadership team** and recommend policy changes to the Executive Director, Policy Council and the Board of Directors. **Led** a multidisciplinary team of over 50 personnel to include program directors/supervisors toward achieving desired organizational outcomes. Provided **oversight and direction** for the daily operations of school programs and services. Established **innovative systems** to achieve sustainable practices and processes. **Analyzed and adapted systems** toward program efficacy and to ensure **financial results**.

- ▶ Built, revised, and sustained **effective operational systems**, procedures, and reporting structures toward achieving program excellence and high-quality customer service.

DEPARTMENT CHAIR EDUCATION/EARLY CHILDHOOD EDUCATION  
COLORADO COMMUNITY COLLEGES ONLINE

JANUARY 2015 – present  
Colorado Springs, Colorado

Led the redesign and development of ECE online courses toward a complete culturally responsive **Open Educational Resources (OER)** academic program. **Develop college level courses and competency-based assessments** for career and technical education. **Recruit, evaluate, and retain** a competent faculty cohort with mastery in content and instruction. Serve as a **discipline expert** for early childhood education and general education programs within the college. **Research** and assess course materials in accordance with college standards and **best practice in adult learning theory**. Serve as a **mediator** for faculty and student issues. Serve as **liaison** between college and **13 community colleges in Colorado**.

- ▶ **Awarded** statewide recognition for a state-of-the-art OER early childhood education program.
- ▶ Managed a **comprehensive discipline review** of the education program.

ADJUNCT FACULTY EARLY CHILDHOOD EDUCATION/EDUCATION  
COLORADO COMMUNITY COLLEGES ONLINE

SEPTEMBER 2009 – present  
Colorado Springs, Colorado

**Implement adult learning theory** in an online format. Facilitate **outreach** efforts with community colleges and universities to promote **online courses/degrees in education**. **Develop and teach** core early childhood education and education courses **required** by the **state of Colorado**.

- ▶ Courses taught include ECE 101 Foundations of Early Childhood Education, ECE 102 Lab Techniques, ECE 103 Guidance Strategies, ECE 191 School-Age, ECE 205 Health Safely and Nutrition, ECE 238 Child Growth Development, ECE 241 Administration of Childcare Facilities.

**TRAINING AND CURRICULUM SPECIALIST**

SEPTEMBER 2010- AUGUST 2011

DIRECTORATE OF FAMILY MORALE, WELFARE, AND RECREATION

Fort Carson, Colorado

**Designed** a comprehensive **professional development program** in alignment with institutional goals specific to quality military early learning programs. **Coached** and mentored **adult learners** toward optimal professional practice in early childhood education. **Progress monitored** workforce capacity through targeted evaluations that included direct observations, training completion, and preparedness for national accreditation. **Managed** program **budget** and provided recommendations to senior leadership relevant to projected training costs and impact on program.

- ▶ Contributed to a **replicable process** to obtain National Association for the Education of Young Children Accreditation across all programs on Fort Carson.

**PROGRAM DIRECTOR**

JULY 2007- DECEMBER 2008

ALLIANCE FOR KIDS OFFICE OF PROFESSIONAL DEVELOPMENT

Colorado Springs, Colorado

Developed and created a sustainable **county-wide infrastructure and processes** for early care and education professional development. Administered, implemented, and evaluated a Temple Hoyne Buell Foundation grant. Educated early care and education professionals, partners and stakeholders on State rules and regulations, **socio-political and economic implications** of quality child care to the community-at-large and nationally prescribed directives and best practices. Coached and mentored administrators and executives utilizing **organizational development and leadership theory** to facilitate optimal individual and group outcomes.

- ▶ Collaborated with a local academic institution to **create and pilot** a course specifically **designed** to support **adult learners'** college success in the context of the field of early childhood education.
- ▶ Contributed to **strategic planning** for the El Paso County **comprehensive system** of early care and education; **cultivated partnerships** with local and state government, colleges and universities.

**PROGRAM DIRECTOR**

OCTOBER 2005- JUNE 2006

FOREVER FRIENDS INTERGENERATIONAL CENTER / UNITED METHODIST HOMES

Topeka, Kansas

Delivered vision, leadership, educational and management expertise vital for the success of the organization's intergenerational program. Established clearly defined goals and 5-year strategic plan. **Developed and oversaw budget**, program and operations. Trained, coached, supervised and evaluated the performance of a staff comprised of an **assistant director and 20 teachers**. Created early childhood education resources and provided training in best practices for parents. Managed community relations. **Served** as a **liaison between agency**, stakeholders and community partners.

- ▶ Integrated child development theory and gerontology to create a **curriculum model**; **led accreditation** efforts using National Association for the Education of Young Children guidelines.

**ASSISTANT TO THE SECRETARY / MINORITY HEALTH LIAISON**

FEBRUARY 2003 - MARCH 2005

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Topeka, Kansas

**Briefed and advised the Secretary** on all child-related and minority health matters. Contributed to policy development. Guided and supervised state childcare licensing personnel. Spearheaded special projects including reviewing grievances, childcare and foster care regulations. Served as **liaison and agency spokesperson** and represented Kansas on minority health issues at regional and national levels. Conceived and led minority health initiatives.

- ▶ **Testified before the Kansas legislature** on early childhood development issues; made **keynote presentations** and participated on panels, discussion groups, think tanks and work groups.
- ▶ Appointed to the **Governor's Children's Cabinet**, Commission on Autism and BEST Teams on Foster Parent and Substance Abuse.
- ▶ Served on the National Governors' Association Team on Chronic Disease, Kansas Child Welfare Quality Improvement Council, Medicare Modernization Act Committee and other groups.

**PROFESSOR / INTERIM PROGRAM DIRECTOR: Early Childhood Education**

JULY 2000 - JANUARY 2003

JOHNSON COUNTY COMMUNITY COLLEGE

Overland Park, Kansas

**Directed and managed** efficient and effective department operations. **Supervised** adjunct faculty and managed community relations. Recruited qualified students to the program. Instructed five courses per semester, including Foundations of Early Childhood Education and Child Development. Guided students' learning experiences and provided individual academic counseling.

- ▶ **Awarded tenure** on combined merit of academic accomplishment and mastery of successful educational methods and exceptional student and peer evaluations.

### **PUBLICATIONS**

- Mitchell, B. L. (2021). The business of education: The ecological context of early childhood education. In A. K. Dey (Ed.), *The new normal: Challenges of managing business, life, society and sustainability in the post COVID 19 Era*. New Delhi, India: Bloomsbury Publishing.
- Cousar, W., & Mitchell, B. (2018). Publish or perish: Unleashing knowledge to practitioners with the end user in mind. In A. K. Dey and T. Thatchenkery (Eds.), *Leveraging human resources for humanizing management practices and fostering entrepreneurship* (pp. 32 – 42). New Delhi, India: Bloomsbury Publishing.
- Mitchell, B. L. (2018). The state of bullying in U.S. schools. In J. U. Gordon (Ed.), *Bullying prevention and intervention at school: Integrating theory and research into best practices*. Manhattan, NY: Springer.
- Mitchell, B. L. (2014). *Managing challenging behaviors in preschool settings* (Doctoral dissertation). Walden University, Minneapolis, MN.
- Mitchell, B. L. (2002). African American fatherhood. In J. U. Gordon (Ed.), *The black male in white America* (pp. 37-46). New York, NY: Nova Science.
- Mitchell, B. L. (1996). *The effects of verbal and nonverbal demonstration on a practical life skill in preschool children*. (Master's thesis). University of Kansas, Lawrence, KS.

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### **ADDITIONAL EXPERIENCES**

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| <b>MEMBER AND CHAIR, NAEYC COUNCIL FOR ACCREDITATION OF EARLY LEARNING PROGRAMS</b> | 2021 – 2023      |
| NATIONAL ASSOCIATION FOR EDUCATION OF YOUNG CHILDREN                                | Washington, D.C. |
| <b>MEMBER, AASA THE SCHOOL SUPERINTENDENT ASSOCIATION EARLY LEARNING COHORT</b>     | 2023 – present   |
| <b>MEMBER, IACET EARLY CHILDHOOD EDUCATION ADVISORY BOARD</b>                       | 2024 – present   |
| <b>MEMBER, IACET NOMINATIONS AND ELECTIONS COMMITTEE</b>                            | 2024 – present   |
| <b>MEMBER, DELTA SIGMA THETA SORORITY INCORPORATED</b>                              | 1998 – present   |
| <b>MEMBER, COLORADO SPRINGS (CO) CHAPTER OF LINKS INCORPORATED</b>                  | 2015 – present   |

*References available upon request.*