CURRICULUM VITAE

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Personal Attributes

- Highly qualified experienced educator in teaching, curriculum development, assessment and administration in K12 and Higher Education.
- Accomplished, award winning, K12 school administrator
- Detail oriented educator with extensive experience utilizing proven teaching strategies that promote student success.
- Apply a variety of teaching styles and adapt instruction to students with diverse learning styles.
- Ability to excel in a demanding, outcome-oriented, and dynamic work environment.
- Certificated trainer for CLASS (Coaching Leaders to Attain Student Success)
- Vast experience with Quality Matters as a certified reviewer.
- Bilingual teacher with extensive experience teaching multicultural courses and working with diverse student populations.
- Skilled in many disciplines such as educational leadership, assessment of learning outcomes, instructional design, adult learning, early childhood education, and special education.
- Expertise in enhancing student achievement by addressing individual needs.
- Excellent student course reviews. Experienced with Doctoral student mentoring.

Formal Education

EdD, Educational Leadership
University of California, San Diego, San Diego State University, and Cal State San Marcos

MEd, Education Administration
University of California, Riverside

BA, Psychology
San Diego State University

Licenses and Certificates

California Administrative Credential/Teaching Credential (expiration 2027)

University of California, Riverside

Administrator Experience

Dean, College of Education- United States University **2019- present**

Responsible for all aspects of the school of education including curriculum, budget, and enrollment support

Develop strategic plan for new program offerings and established school growth projections.

Ensure implementation of University's and College's mission, vision, and strategic plan, and the decisions and directives of the Provost

Utilize data and student learning outcome results to inform programmatic and curriculum changes

Dean, School of Education 2014 - 2017
Northcentral University, San Diego, CA

Responsible for all aspects of the school of education including curriculum, budget, and enrollment support.

Oversaw hiring and supporting a full time faculty and staff team of 25 and an additional adjunct pool of 120 faculty members.

Developed strategic plan for new program offerings and established school growth projections.

Exceeded all monthly student retention goals with the implementation of a robust retention plan that includes ownership, engagement and students support across the university.

Served as committee member for numerous doctoral students

Ashford University
San Diego, CA

Senior Vice President, Academic Affairs 2013 - 2014

Member of the President's cabinet responsible for all operational aspects of Academic Affairs. Oversaw a staff of 100+ including assessment, instructional design, faculty development, adjunct faculty compensation, evaluation and contracts as well as instructional specialist teams.

Responsible for all budget matters for all of Academic Affairs including adjunct faculty expenses.

Administered all adjunct faculty hiring, training, scheduling and payroll for more than 3,400 faculty members.

Managed a team that scheduled more than 30,000 courses annually for the university with an average start size of 650 weekly sections 50 weeks each year.

Provost and Academic Liaison Officer 2011 - 2013

Responsible for all day-to-day operations of Academic Affairs for online and campus students with an enrollment of 80,000+ students.

Oversight of four colleges and 3400 faculty members as well as a budget in excess of 75 million dollars.

Served as Academic Liaison Officer (ALO) for both Higher Learning Commission (HLC) and Western Association of Schools and Colleges (WASC) during transition of accreditation from HLC to the WASC region.

Led all coordinating and facilitating aspects of the site accreditation visitation and successful migration to WASC.

Act as academic liaison to the Ashford Board of Trustees and Co-chair with a board member of the Academic subcommittee of the board.

Developed a two-week free orientation program for new college students in response to the high drop rates.

Implemented the Ashford Promise across all programs, allowing students to attend their first course for two weeks before incurring debt while also demonstrating college readiness.

Collaborated with faculty and Deans to establish the Basic Academic Requirements (BAR) that would allow students to matriculate after the two-week time period and become Ashford students.

Worked in conjunction with faculty to establish and implement a peer review process along with a faculty mentoring program.

Joined forces with the VP of Assessment and Academic Quality in the establishment of the Office of Assessment Strategies and Instructional Systems (OASIS) establishing assessment practices cited by WASC as being exemplary.

Established the first program review process and the office for program review that supports and ensures these are completed according the expectations of WASC.

Led the establishment of the first Academic Senate for Ashford University supporting the faculty in the yearlong effort of defining and developing an acceptable faculty body and sub committees that would oversee academic matters and provide representation of campus and online faculty.

Directed Academic Affairs strategic planning process for the department and colleges with a focus on aligning our strategic plan to the vision of the University and the University strategic plan adopted by the Ashford Board.

Served as the University representative at various local and national events, conferences, interviews, political events, and others as requested.

Program Director/Executive Dean, College of Education 2008 - 2011

Responsible for all aspects of program planning, implementation and evaluation of new and existing online programs for the College of Education, Ashford University.

Program development includes collaboration with College of Education faculty and outside consultants to generate ideas and interest for new degree programs as well as areas of specializations, research into existing programs, proposal development and presentation to the various governance groups within the university.

Working with teams of subject matter experts, instructional designers, text book editors, and others as the specific courses are developed and assessments are determined.

Ensured implementation of University's and College's mission, vision, and strategic plan, and the decisions and directives of the provost.

Planned, developed, and implemented new undergraduate, graduate, and professional college programs

Facilitated interaction and congruence between online and on-campus programs.

Coordinator of Annual Scholarships for San Diego Teachers with an application process including essay prompts and scoring rubrics.

Coordinated the review of applications with a team.

Coordinator of Hometown Heroes Scholarship awarded to spouses of military personnel creating an application process including essay questions, rubrics and review process of more than 140 applicants for this scholarship.

Liaison with San Diego County Office of Education working collaboratively with a team of county office personnel and district personnel to develop the first county office online course to be utilized free of charge by 33 school districts in San Diego County.

Coordinated and provided instructional design training for employees of both Ashford University and University of the Rockies.

Completed reviews of 15 courses for Quality Matters standards at various institutions of Higher Education.

Completed reviews of K-12 online curriculum submitted by companies for alignment with the Quality Matters standards for K-12 education.

Member, Textbook Review Board responsible for reviewing various textbooks written for Ashford University College of Education courses.

Worked collaboratively with the editorial staff, faculty and author to create specialized digital text and materials to be integrated into courses within the COE.

Faculty Experience

Doctoral Mentor- Chair and Committee Roles – California Southern University
2019- present

Responsible for all aspects of support for doctoral students during the research project stage throughout five dissertation research courses supporting the successful completion of the PsyD degree.

Meet with students to formulate a research plan including methodology, execution and writing of a five chapter research project as the dissertation chair. Provide sequence support and feedback throughout the process.

Support students and chairs as a committee member on various projects.

Teach courses as assigned.

Professor 2008 - 2019
Ashford University

Teach various graduate and undergraduate education courses utilizing various learning management systems. Provide daily instruction, via the online classroom as well as virtual software meetings. Taught extensively in the Master's in Special Education program.

Responsible for all student assessment utilizing Waypoint and portfolio software.

Curriculum Development-

EDU499- A Capstone Experience
Working with a team of ID members and faculty to create a single capstone course for all the BA degrees in Education EDU499

Courses Taught:

ESE610- Assessment and Evaluation of Students with Mild to Moderate Disabilities
EDU 610/EDU 648- Introduction to Teaching and Learning with Technology
EDU 620- Meeting Individual Student Needs with Technology
EDU 623- Introduction to Teaching and Learning
EDU 629- Linguistically and Culturally Diverse Learners
EDU 638- Intercultural Communications and Global Learning
EDU 639- Humans Relationships and Learning in the Multicultural Environment
ECE 611- Early Childhood Curriculum and Instruction
EDU 690- Electronic Summative Portfolio
EDU 697- MATLT Capstone: A Project Approach

Consulting Experience- 2016- present

Program Development- developed an online Early Childhood Education Program
Socratic Arts-
Program Delivery Specialist- serving as a consultant for specific program delivery and technology program support for fortune 500 clients
Program Reviewer-
Completed comprehensive program review for all doctoral programs for an online university. Resulting recommendations are being implemented with a focus on improved student retention and completion rates.
Open English-
Served in a consultant role for Quality Control and best practices for online English instruction for children.
Myers Brigg Personality Traits- Trained administer and presenter for the Myers Briggs Foundation
Council for Accreditation of Educator Preparation (CAEP)- Team reviewer-completed all training and on-site program reviews

Poway Unified School District
Poway, CA

Elementary School Principal, Monterey Ridge School 2005 - 2008

Responsible for all aspects of planning for new elementary school including all budget, ordering, staffing and program design.

Successfully opened the school in Fall of 2006 in the 4S Ranch community.

Worked with staff to integrate the special education program and to develop a philosophy of inclusion that permeates the campus.

During the first year of opening scored a 10 -9 in similar school rankings for the state of California API.

Sole supervisor of a staff of 85 and a student body of 814 students.

Certificated trainer for CLASS (Coaching Leaders to Attain Student Success).

Working with new principals to provide coaching support and support for clear administrative credential through ACSA serving as Program Coordinator.

Elementary School Principal, Creekside School 1998 - 2005

Responsible for all planning and hiring for opening of new school fall of 2000.

Conducted Community Forums to involve parents and staff in the planning and vision for the school.

Formed highly successful Creekside Educational Foundation and Creekside PTA.

Responsible for all opening activities including budget, ordering of furniture and equipment, hiring of all staff, program design for K-5 as well as preschool, and all other principal duties.

Sole administrator for school of 830 students, pre K through 5 grades.

API scores for five years highest in Poway Unified School District at 955 in 2005.

Responsibilities included sole administrator for preschool through fifth grade elementary school of 740 students.

Instructional leader for all curriculum programs including English as a Second Language, Title 1, Class Size Reduction, and curriculum including mathematics, language arts, science, etc. Supervisor and evaluator of 45 certificated and 30 classified staff members.

Accountable for all budgets including School Improvement, Title 1, Staffing budgets, facilities, etc. Facilitated excellent community relationships through partnerships with local businesses, service clubs and the Poway Chamber of Commerce.

Instrumental leader for many curricular and program changes.

Trained facilitator for Leadership Styles Workshop.

PUSD Leadership Academy presenter for Re-Thinking Leadership- a course on the ethics of leadership and staff involvement.

Local program coordinator for ACSA coaching program.

Articles and Research

Wardlow, R.L. (2008). Induction and Support of New Principals. Doctoral Dissertation, University of California, San Diego, CA.

Wardlow, R. (2011). Online Learning Tips for High School Students. San Diego Union Tribune, 10.06.2011). Opinion Page.

Wardlow, R. (2011) Transition into e-learning made easier with simple guidelines. www.virtual-college.co.uk

Wardlow, R. (2012) Tips to Help Your Child Succeed in Online Education. http://poway.patch.com/blog_posts/tips-to-help-your-student-succeed-with-online-education