

Kriscia G. Tejada

(She/Her/Hers)

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EDUCATION

University of California, Los Angeles, Los Angeles, CA

Doctorate in Education, EdD

Researching: Central American Undocumented Secondary Students in Downtown Los Angeles

In Progress

Educational Leadership

University of California, Los Angeles, Los Angeles, CA

Master of Arts Degree in Education

June 2021

Administrative Services Credential, Preliminary

University of San Diego, San Diego, CA,

Master of Arts Degree in Counseling

May 2011

Pupil Personnel Services (PPS) Credential: School Counseling

University of California, Riverside, Riverside, CA

Bachelor's of Arts

June 2009

Psychology/Law and Society, Political Science

EMPLOYMENT

Assistant Principal

Monterey Hills Elementary School, South Pasadena, July 2025

- Supervise a 30-person team of counselors, academic coaches, and campus aides.
- Oversee the student services department, including the Special Education, English Language Development and Counseling departments
- District Validation Review team member, Special Education
- Developed a master academic schedule, completed academic scheduling
- Monitored the academic progress of Special Education students with Autism or otherwise learning impaired
- Facilitated individual and group counseling sessions
- Attend and participate in IEP meetings regularly
- Designated Instructional Services (DIS), Special Education Counselor/Administrative Designee for IEP meeting
- Develop the school safety plan yearly and liaise with LAUSD to adhere to all district policies
- Oversee the disciplinary process and manage school supervision
- Los Angeles City College Dual Enrollment manager and articulation
- Oversee the attendance process - no credit policy, truancy
- Homeless student liaison

Assistant Principal

Los Angeles Academy of Arts and Enterprise, Los Angeles, January 2023

- Supervise a 30-person team of counselors, academic coaches, and campus aides.
- Oversee the student services department, including the Special Education, English Language Development and Counseling departments
- District Validation Review team member, Special Education
- Developed a master academic schedule, completed academic scheduling
- Monitored the academic progress of Special Education students with Autism or otherwise learning impaired
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- Los Angeles City College Dual Enrollment manager and articulation
- Oversee the attendance process - no credit policy, truancy
- Homeless student liaison

Dean of Students

Los Angeles Academy of Arts and Enterprise, Los Angeles, October 2019

- District Validation Review team member, Special Education
- Developed a master academic schedule, completed academic scheduling
- Monitored the academic progress of and provided counseling services to a caseload Special Education students with

- Autism or otherwise learning impaired
- Facilitated individual and group counseling sessions
- Attended and participated in IEP meetings regularly for my DIS students
- Designated Instructional Services (DIS), Special Education Counselor/Administrative Designee for IEP meeting
- Developed academic learning plans to ensure high school graduation for all students
- Proctored PSAT and AP Examinations / SAT/ACT promotion and fee waivers
- Reviewed transcripts regularly to ensure credit completion / Managed graduation tracking to maximize on-time graduation
- Coordinated course selection and student schedules in consultation with students and families
- Assisted with College Application support for the senior class
- Work permit issuance
- Creating and distributing senior diplomas / Graduation Coordinator
- Los Angeles City College Dual Enrollment Manager

Counselor

Los Angeles Academy of Arts and Enterprise, Los Angeles, CA, October 2018

- District Validation Review team member, Special Education
- Developed a master academic schedule, completed academic scheduling
- Monitored the academic progress of and provided counseling services to a caseload of Special Education students with Autism or otherwise learning impaired
- Facilitated individual and group counseling sessions
- Attended and participated in IEP meetings regularly for my DIS students
- Designated Instructional Services (DIS), Special Education Counselor/Administrative Designee for IEP meeting
- Developed academic learning plans to ensure high school graduation for all students
- Proctored PSAT and AP Examinations / SAT/ACT promotion and fee waivers
- Reviewed transcripts regularly to ensure credit completion / Managed graduation tracking to maximize on-time graduation
- Coordinated course selection and student schedules in consultation with students and families
- Assisted with College Application support for the senior class
- Work permit issuance
- Creating and distributing senior diplomas / Graduation Coordinator
- Los Angeles City College Dual Enrollment Manager

Academic Counselor

North Valley Military Institute & College Preparatory Academy, Sun Valley, CA July 2014

Statewide testing coordinator

- Designated Instructional Services (DIS), Special Education Counselor / Administrative Designee for IEP meeting
- Attendance Coordinator/ Independent Study Coordinator
- Designed, developed, and created the first College and Career center on campus
- Managed a caseload of 645 students, grades 6-12
- Developed the master schedule of classes for 4 years
- Developed academic learning plans to ensure high school graduation for all students
- Proctored CAHSEE, PSAT, and AP Examinations / SAT/ACT promotion and fee waivers
- Promoted parent involvement by hosting after-school Parent Academy workshops
- Coordinated University speakers and presenters to encourage and motivate college awareness
- Reviewed transcripts regularly to ensure credit completion / Managed graduation tracking to maximize on-time graduation
- Coordinated course selection and student schedules in consultation with students and families
- Maintenance of the Academic Counselor website
- Assisted with College Application support for the entire Senior Class
- Hosted Cash for College and other College Financial Aid workshops
- Work permit issuance
- Creating and distributing senior diplomas / Graduation Coordinator
- Senior Class moderator, including all senior "special" activities (prom, grad nite, etc)
- Developed an original curriculum and thought an elective course called Senior FOCUS
- Los Angeles Mission College Dual Enrollment Manager

Designated Instructional Services (DIS), Special Education Counselor

Sierra Academy of San Diego, San Diego, CA July 2013

- Monitored the academic progress of and provided counseling services to a caseload of 45 Special Education students with Autism or otherwise learning impaired, ages 7-22
- Facilitated individual and group counseling sessions
- Taught a modified sexual education course for special education students with severe disabilities, such as autism.
- Attended and participated in IEP meetings regularly for my DIS students
- Coached co-ed pep squad

- Assisted high school diploma graduates with transition to local community colleges with the Disabled Student Programs and Services departments

College Counselor

College Planning Experts, Valencia, CA, March 2012

- Assisted high school students with the college application process for private and public universities
- Conducted Financial Aid seminars at local community college for parents and students
- Coordinated college personnel to assist students with personal essays for college admission

Academic Counselor Intern

El Capitan High School, Lakeside, CA September 2010

Academic Counselor Intern

Balboa Elementary School, National City, CA January 2010- May 2010

PROFESSIONAL DEVELOPMENT / TRAININGS

California Association of School Counselors, Riverside, October 2-4, 2019

Western Justice Center: ABCs of Conflict, Pasadena, June 24-27, 2019

LAUSD SELPA Charter Operated Programs Symposium: Behavior Supports, Los Angeles, February 21, 2019

LACOE Promoting Student Success and Safety: A Roadmap to Resilient Schools, Los Angeles, January 28, 2019

Cal State LA - Counselor Update Conference, Los Angeles, October 19, 2018

RESEARCH PRESENTATIONS

Conference Presenter

California Association of School Counselors(CASC), Riverside, California, October 2025

Topic: Immigration Enforcement and Student Well-Being: Impact of 2025 ICE Raids on Undocumented Youth in Los Angeles

Conference Presenter

SEL in Action, Austin, Texas, March 2023

Topic: Implementing a schoolwide SEL program at your charter school

Conference Presenter

Association of Military Colleges and Schools of the United States (AMCSUS), Washington DC, February 2016

Topic: Opportunity Orange: A Case Study on Second Chances

Conference Presenter

California Association of School Counselors (CASC), Thousand Oaks, CA, October 2012

Topic: A Counselor's Resource: Making College Affordable by Navigating the Financial Aid Process

Topic: Helping Counselors understand the financial aid process as it affects their students and their families.

Conference Presenter

University of San Diego Action Research, San Diego, CA, June 2010 & June 2011

Topic: Post-secondary planning with high school students

Topic: Establishment of career centers within the Grossmont Union High School District

Conference presenter

Collaborative Action Research Network (CARN), Cambridge, England, November 2010

Topic: Post-secondary planning with high school students

Conference presenter

California Association of School Counselors (CASC), Montebello, CA, October 2010

Topic: Post-secondary planning with high school students

Topic: Establishment of career centers within the Grossmont Union High School District

Conference Presenter

Daito University Action Research, Tokyo, Japan, June 2010

Topic: Post-secondary planning with high school students

Conference Presenter

University of San Diego Annual Forum Presenter, San Diego, CA, December 2009

Topic: Post-secondary planning using Coin 3

CERTIFICATIONS

Youth Mental Health First Aid USA, National Council for Behavioral Health, 2024
First Aid/ CPR Certification, American Red Cross, August 2024

VOLUNTEER WORK

California Cadet Corps, Brigade Support Officer, 2005 to 2018
Special Olympics – World Games, Los Angeles, 2015
Ole Soccer Club, Board Member, Burbank, 2016-present
Central American Resource Center, Los Angeles, Lobbyist, 2018 - present
National Temporary Protected Status Alliance, Bi-lingual Lobbyist/Translator, Washington, DC, February 2018 – present
National Alliance on Mental Illness, Glendale, 2018-present
Western Association of Schools and Colleges, Accrediting Commission for Schools Member, 2017-present

HONORS AND AWARDS

- **Merit Scholar**, University of San Diego School of Leadership and Educational Sciences (SOLES), 2009-2011
- **Award for Dedication and Service**, Center for Student Support Services, 2011

AFFILIATIONS

- Accrediting Commission for Schools, Western Association of Schools and Colleges Committee Chair (ACS WASC)
- National Alliance on Mental Health (NAMI)
- American Counseling Association (ACA)
- American School Counselor Association (ASCS)
- California Association for School Counselors (CASC)
- Western Association for College Admission Counseling (WACAC)
- Member of the Counseling Honor Society, Sigma Iota, University of San Diego

PROFESSIONAL STRENGTHS:

- Bilingual – Spanish and English
- Exceptional organizational skills; detailed oriented