

# ANDREA DIGGS

Educational Leader | Non-Profit Executive Director

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## PROFESSIONAL PROFILE

A visionary, people-driven organizational leader with a wealth of experience in correcting efficiencies, organizational growth and transformation, and the ability to develop a high-performing and resilient workforce. Track record of overseeing organizational financial activity and systems, including budgeting, forecasting, modeling, accounting, and reporting. A forward-thinking strategist, who exudes a passion for team success with optimism; aims to create environments where diversity and culture are celebrated.

Leading/Facilitating Trainings | Organizational Development | Program Implementation | Community Engagement | Strategic Planning  
Operations | Human Resources | Staff Training | Budgeting | Fundraising | Grant Writing | Diversity, Equity & Inclusion

## PROFESSIONAL EXPERIENCE

Kidsview, Inc. | Louisville, KY

October 2018 – Present

Executive Director, Non-Profit Management

- Operational Director; including staff development, budgeting, and analyzing/interpreting financials and operating data.
- Implement strategic plans in collaboration with the Board of Directors to actualize business objectives and drive optimal results.
- Develop a top-tier performance team of 37 employees who lead student enrichment, achieving 100% employee contribution.
- Boost brand awareness by forging partnerships with community organizations and stakeholders to communicate the mission
- Increase community visibility by identifying summer enrichment opportunities for underserved communities at a reduced cost.

Uplift Education | Dallas, TX

September 2024- Present

Dean

- Working in partnership with the Secondary Head of Schools to support the development and execution of the campus culture vision
- Developing, implementing, managing, and executing effective scholar behavioral systems and ensuring incorporation of family communication throughout the process.
- Managing, coaching, modeling, and developing team members on effective classroom management through communication, observations, meetings, and collaboration.
- Managing and evaluating comprehensive programs that will increase scholar well-being and scholar achievement
- Collecting, maintaining, and analyzing relevant scholar data to evaluate and make recommendations for systems of accountability that support students.

Dallas ISD | Dallas, TX

August 2022- September 2024

Director of Choral and Piano Studies; Music Appreciation Dual Credit Instructor; District VPA Lead Teacher

- Create a curriculum for all programming activities and establish a foundation of knowledge for all assigned instrumentation.
- Coordinate school-wide events that cross-collaborate academic areas, including recruiting and training volunteers.
- Foster a culture of creativity and open dialogue with students in underserved communities.
- Provide data on how programming aligns with the mission and vision via support processes and professional development.

Sacred Heart School for the Arts | Louisville, KY

July 2018- August 2021

Executive Director/Head of School

- Operational Director for a school for the arts aligning a robust-mission-driven organization within the scope of academics.
- Served as the Chair for district-wide DEI initiatives, leading systemic and sustainable growth of inclusion and diversity practices and policies, and communicating the vision, goals, and needs to faculty, students, families, and the community.
- Directed business administration, including allocating funds, managing a budget of \$2.5M, authorizing purchases, developing standard operating procedures, and initiating grant development initiatives.

- Oversaw all HR processes for hiring, training, coaching, and retaining quality employees, including attendance, accounting, payroll, managing personnel records, evaluating performance, and resolving complex personnel issues.
- Orchestrated community-building programs by forming partnerships with businesses, community groups, and government agencies as well as coordinating volunteers, while project managing upwards of ten endeavors simultaneously.
- Delivered monthly reports as updates on the compliance reinforcements to the Board of Trustees and district leadership.

Arts and Cultural Alliance | Louisville, KY

August 2020 – August 2021

Executive Board Member

- Oversaw non-profit operations by setting policies, making decisions, evaluating executive performance, and adopting sound, ethical, and legal governance practices.
- Developed resources for public, private, community, and homeschool students that offer a variety of programming throughout the year by collaborating with more than 30 Arts organizations.

Jefferson County Public Schools | Louisville, KY

September 2004 – June 2018

Teacher/Magnet Coordinator/Student Response Team Coach (PBIS – Behavior Lead)

- Served as the administrative liaison between the magnet program and the school, assisting teachers in counseling, programming, discipline, and supervision.
- Implemented Social and Emotional Learning program; designed to help students build essential life skills and foster leadership qualities.
- Facilitated professional development to staff members and families.
- Streamlined administrative services including curriculum selection, enrollment procedures, records management, budgeting expenditures, and monitoring funding programs.
- Organized school-wide motivational speakers to support a year-long curriculum that focused on behavioral and academic success.
- Implemented behavior initiatives for Tier 2 and 3 students; provided individual and group SEL interventions.
- Created a mentorship pipeline for high needs students by forming community partnerships.
- Developed and implemented a Bus Safety and School Safety Program; replicated throughout the school district as an alternative to school suspensions and bus suspensions.

Simmons College of Kentucky | Louisville, KY

June 2015 – May 2018

Adjunct Professor

- Instructed Collegiate students in Music Appreciation Courses as well as Applied Piano lessons in the context of the course.
- Developed performance goals and effective instructional strategies using educational theory, practice, and planning skills.
- Supported students along their educational journey, fostering a sense of inclusion and belonging to the academic community.

## EDUCATION

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Administrative Leadership Certificate Level I & II | Western Kentucky University

Master of Music Piano Performance and Pedagogy | University of Louisville, School of Music

Bachelor of Music Education (Piano & Voice) | Murray State University

Certifications: School Administration Principal PH-12 | Music Education PK-12, Kentucky & Texas

## AREA OF EXPERTISE

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Microsoft Office Suite | Google Suite | Zoom | SeeSaw | PowerSchool | Blackboard | Infinite Campus | Canva | Schoology | ASAP Registering Services | Slack |