

2018-807

Miriam Williams  
9378 Arlington Expressway #196  
Jacksonville, FL 32225  
(904) 250-1516  
teachingandinspiring14@yahoo.com

**Professional Experience:**

**Duval County Public Schools 09/2018-Present**

Parent Academy Specialist

**Responsibilities:**

- Plans, implements, and coordinates the Parent Academy, as well as all parent involvement program activities at the district level.
- Assists with the survey of content and effectiveness of Parent Involvement programs and strategies to identify barriers and design strategies to increase parent participation.
- Collaborates with, and provides technical assistance to, parents, principals, district staff, and the community.
- Interacts with parents, outside agencies, businesses and community to enhance the understanding of Parent Involvement.

**Duval County Public Schools 11/2014-08/2018**

Lead Teacher/Department Chair

**Responsibilities:**

- Carry out initial and/or diagnostic assessments.
- Maintains complete and accurate records of each student's academic, social, and emotional growth using both school wide and classroom based formative and summative assessments.
- Plans, documents, and carries out daily lessons that align to the district's curriculum and academic standards.
- Planned Field Trips for the grade level.
- Compiled data for each content area and shared it with my team.

- Designed or amended learning resources that are appropriate and challenging for learners
- Establishes consistent and logical limits, expectations, and classroom routines for students to allow for maximization of learning.
- Maintains an organized and inviting classroom environment.

**Daniel Memorial STEPS program 05/2013-08/2014**

**Prevention Specialist (STEPS program)**

**Responsibilities:**

- Work one on one with the department of Children and Families to ensure the wellbeing of children on my assigned caseload.
- Conduct in home parenting modules to include behavior modification and budgeting.
- Refer clients to outside resources that can possibly help their families find stable housing, employment, or any other needed services.
- Case Management.

**Healthy Families Jacksonville, 09/2011-05/2013**

**Family Support Worker (Support Care)**

**Responsibilities:**

- Assess and promote children's development.
- Maintain confidentiality.
- Ensure that service users are as fully involved as possible in decisions which affect them individually.
- Promote an atmosphere in which parents are encouraged to take responsibility for meeting needs of their children.
- Assess and promote the parenting skills of parents/children.
- To plan and participate in programs of work with parents, and children, both individually and in-groups.
- To Apply individual, family and group work skills
- Negotiate between child, family, commissioning worker to identify the package of support to be provided.
- Provide regular feedback to commissioning workers once a placement is made.
- Identify any areas of concern which may need to be addressed by the commissioning worker.

**Edward Waters College, 08/2005-05/2011**  
Peer Mentor Supervisor

- Coordinate social out-of-class activities / events
- Conduct weekly meetings
- Help students become familiar with university resources
- Facilitate team-building activities
- Maintain an e-mail list to keep students informed of upcoming events
- Call / meet with students
- Implement study groups as needed
- Serve as a communication link between Learning Community coordinators, faculty and students
- Work with staff to facilitate learning experiences (classes / programs)
- Assist in the evaluation of the learning community
- Maintain consistent office hours

**Northwest Christian Academy, 08/2000-05/2003**  
Childcare Provider

- Organize and participate in recreational activities such as games.
- Monitor children's play and interaction to maintain their safety.
- Read to children.
- Teach children simple painting, drawing, handwork, and songs.
- Prepare food, serve meals, and clean up.
- Teach and help children with health and personal habits, such as eating, resting, and toilet habits.
- Watch for children who do not feel well.
- Discipline children for fighting or other bad behavior.
- Clean food equipment, bedding, and children's area. Clean toys and play equipment.
- Keep records of each child's progress.
- Watch for children who show signs of emotional or developmental problems. Discuss these matters with supervisor and the child's parents.

**Education:**

Edward Waters College, B.A in Elementary Education; 2009

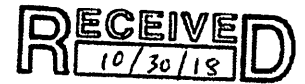
**Certifications**

DCF 45 Hour Child care Certification

**Skills:**

Proficient knowledge of standard office equipment including PC skills and Microsoft products through using MS Word, Excel, Power Point, and Access, and a proven track record of student achievement.

**References Furnished Upon Request**



**APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS**  
 This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: Early Learning Coalition of Duval

2. How did you hear / learn about this appointment opportunity? On the City of Jacksonville's Website

**Personal Information**

3. Name: Ms. Miriam Amya Williams  
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 9378 Arlington Expressway #196 Jacksonville Duval 32225  
Street City County Zip Code

(904)250-1516  
Post Office Box City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: teachingandinspiring14@yahoo.com, williamsm3@duvalschools.org

7. To which address do you prefer correspondence regarding this application be sent?  Residence  Business

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records?  Yes  No

If yes, please explain: \_\_\_\_\_

9. Your Gender:  Male  Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*. [Access the Statute online.](#)

- Caucasian  Asian American  physically disabled
- African American  Native American
- Hispanic American  American woman

11. As of what date have you been a continuous resident of:

A. Duval County? 08/1/2004  
Month/Day/Year

B. Florida? 8/29/1985  
Month/Day/Year

12. Are you're a U.S. Citizen?  Yes  No

13. Are you registered to vote in Florida?  Yes  No If yes, County of Registration: Duval

**Education**

14. High School: Northwest Christian Academy Miami FL  
Name City State

15. Postsecondary Institutions:  
Edward Waters College August 2005-May 2011 Bachelors Degree  
Name and Location Dates Attended Certificate/Degree Earned

**Employment**

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A. Duval County Public Schools 1701 Prudential Dr, Jacksonville FL, 32207  
Employer Address  
School District Specialist: Parent Academy 9/15/2018-Present  
Type of Business Occupation/Job Title Dates of Employment

B. Duval County Public Schools 1701 Prudential Dr, Jacksonville FL, 32207  
Employer Address  
School Teacher 11/14/2014-9/15/2018  
Type of Business Occupation/Job Title Dates of Employment

C. Daniel Memorial 4203 South Point Parkway  
Employer Address  
Non Profit Organization Prevention Specialist 05/13-08/14  
Type of Business Occupation/Job Title Dates of Employment

**Special Qualifications**

17. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

K-6 Teacher Certification 1177917 Florida Department of Education 2014  
Type or Name of License or Certificate Number Granting Agency Date Granted

Name of Civic, Professional or Political Organization Office(s) Held Membership Dates

18. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. Please elaborate in your attached resume. I strongly believe that I would be a great asset to the City Council because I have experience working in my community and I want to help make the necessary changes needed to improve the education system and incorporate more literacy into our school system.

**Ethical Disclosure**

19. If required by law or administrative rule, will you file financial disclosure statements?  Yes  No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years?  Yes  No

If yes, did you receive compensation other than reimbursement for expenses?  Yes  No

Agency Lobbied Principal(s) Represented Dates

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21. Has probable cause ever been found that you were in violation of:  
 A. Part III, Chapter 12, *Florida Statutes*, the Code of Ethics for Public Officers and Employees?  Yes  No  
 B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code?  Yes  No  
 If yes to either above, please provide:

Date Nature of Violation Disposition

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22. Have you ever been suspended from any public office or appointment?  Yes  No If yes, please provide:

Title of Office Date of Suspension Reason for Suspension Result (Reinstated/Removed)

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23. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.)  Yes  No  
 If yes, please provide:

Date Place Nature of Violation Disposition

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24. Have you ever been refused a fidelity, surety, performance, or other bond?  Yes  No  
If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed?  Yes  No If yes, please explain:

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### History of Service

26. Have you ever been elected to any public office in Florida?  Yes  No If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
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27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council?  Yes  No If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>
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28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County?  Yes  No  
If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>
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29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>
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**JACKSONVILLE CITY COUNCIL  
 AUTHORITY FOR RELEASE OF INFORMATION  
 (Background Investigation Waiver)**

APPLICANT'S FULL NAME: Miriam Amya Williams  
First Middle Last Suffix(Jr./Sr./III/etc.)

MAIDEN NAME, IF APPLICABLE: \_\_\_\_\_

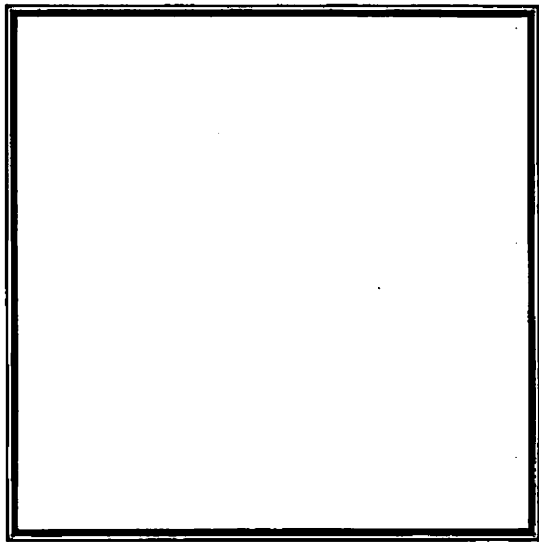
RESIDENTIAL ADDRESS: 9378 Arlington Expressway #196, Jacksonville FL, 32225

RACE: African American SEX: Female

I hereby authorize the release of personal information. A photocopy of this form will be as effective as the original. Pursuant to Sections 943.13 (4), (5), and (7), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Miriam Williams  
 Applicant's Signature

10/23/2018  
 Date

JSO use only:  


*The following information will be deleted from public records:*

BIRTH DATE: 08/29/1985 BIRTH PLACE: Jacksonville FL, Duval  
Month/Day/Year City State Country

DRIVER LICENSE: W452-541-85-809-0 FL  
Number State



CERTIFICATION / AFFIDAVIT

STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared Miriam Williams who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

Miriam Williams  
Signature of the Applicant

Sworn and subscribed before me this 23<sup>rd</sup> day of October, 2018.

Lisa Loehner  
Signature of Notary Public

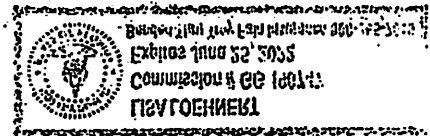


Personally Known OR  Produced Identification

Driver's license  
Type of identification produced



СЪЛЪЗЪ, Д. ПЕТРОВ



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