



Brenda Mitchell

Assistant Principal

Assistant Principal with 12 years in secondary school leadership across two Arizona districts. Track record of turning around underperforming departments, redesigning master schedules for 1,400+ student high schools, and building MTSS systems that cut suspensions by more than a third. Currently preparing for principalship.

CONTACT INFORMATION

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 Mesa, AZ

KEY SKILLS

- Instructional leadership and teacher evaluation (Danielson)
- Master schedule and course pathway design
- MTSS, PBIS, and restorative practices
- Title I and federal program compliance
- Budget management and grant writing
- Hiring, induction, and teacher retention
- Data analysis (AzMERIT/AASA, NWEA MAP)
- 504 and IDEA compliance
- Crisis management and school safety planning
- Stakeholder communication (board, parents, media)
- Dual enrollment and CTE program design

PROFESSIONAL EXPERIENCE

2020 - Present

Assistant Principal, Curriculum and Instruction | Pinnacle Ridge High School, Mesa, AZ

- Lead instructional supervision for 62 teachers across math, science, and CTE at a 1,480-student comprehensive high school.
- Rebuilt the math department's PLC structure; AzMERIT/AASA Algebra 1 passing rate climbed from 47% to 71% across three years.
- Manage the master schedule and built dual-enrollment pathways with Mesa Community College, growing CTE concentrators by 280 students.
- Chair the school improvement team and co-author the annual continuous improvement plan submitted to ADE.
- Supervise 4 instructional coaches and 2 department chairs; run a coaching cycle protocol used district-wide as of 2023.

2017 - 2020

Assistant Principal, Student Services | Coronado Heights High School, Phoenix, AZ

- Oversaw discipline, attendance, and athletics for 1,180 students; cut out-of-school suspensions by 38% in two years through a restorative practices rollout.
- Served as 504 coordinator and worked closely with the special education team on FAPE compliance.
- Led the school safety team; revised emergency operations plan with Phoenix PD school resource unit.
- Supervised 9 athletic programs and 6 head coaches.
- Hired and onboarded 22 new teachers across three hiring cycles.

2015 - 2017

Dean of Students | Coronado Heights High School, Phoenix, AZ

- Handled tier 2 and 3 discipline referrals for 9th and 10th grade; partnered with counseling on re-entry plans after suspensions.
- Built a freshman transition program that lowered Grade 9 course failures by approximately one-quarter.
- Coordinated state testing (AzMERIT, ACT) for 600+ students.
- Trained staff on de-escalation and Restorative Conferencing.

2012 - 2015

Social Studies Teacher and Department Chair | Coronado Heights High School, Phoenix, AZ

- Taught US History and AP Government; AP pass rate averaged 82% over three years.
- Chaired the social studies department of 7 teachers and led curriculum mapping to AZ state standards.
- Served on the district's secondary curriculum committee.
- Coached varsity boys soccer; team made state quarterfinals in 2014.

EDUCATION

Ed.D. in Educational Leadership (in progress), Arizona State University, expected 2026

M.Ed. in Educational Administration, Northern Arizona University, 2015

B.A. in History, University of Arizona, 2012

Arizona Principal Certificate, 2017