

CYNTHIA L. WARREN
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I am a successful leader who believes in developing and maintaining positive relationships by listening to and supporting teachers, staff members, students, and families. I am a leader who values a safe and welcoming environment where critical thinking, creativity and growth ensure success for all.

EDUCATION

Longwood University – Farmville, VA

Graduate Professional Endorsement
Administration and Supervision PreK-12

August 2022

Virginia Commonwealth University – School of the Arts, Richmond, VA

Master of Fine Arts
Theatre Pedagogy/Technical Direction

May 2019

Virginia Commonwealth University – School of the Arts, Richmond, VA

Bachelor of Fine Arts
Emphasis of Studies includes Lighting Design, Scenic Design, and Scenic Artistry.

May 1990

VIRGINIA DEPARTMENT OF EDUCATION LICENSURE

Postgraduate Professional License: Expiration 06/30/2030

Endorsements:

- Administration and Supervision PreK-12
- Theatre Arts PreK-12
- Gifted Education

CURRENT EMPLOYMENT/PROFESSIONAL EXPERIENCE

Appomattox Regional Governor’s School for the Arts & Technology (ARGS), Petersburg, VA

Administrative Intern

2022 – Present

Responsibilities include:

- Serve as mentor for new teachers
- Develop and maintain the internal Master Calendar containing all school activities and events
- Create and maintain the Public Events Calendar to be used both internally and posted on the ARGS website
- Developed the Response to Intervention (RTI) Program and protocols – As committee chair, facilitate meetings to review cases identified by faculty members.
- Works collaboratively with staff, students and families to address areas such as attendance, grades, and behavior
- Supervise and oversee bus/transportation duties for ARGS – work collaboratively with the 14 school districts that feed into ARGS
- Liaison between the school and outside groups renting school facilities.
- Participate in IEP and 504 Meetings
- Participate in Child Find Meetings
- Member of the Crisis Team
- Facilitated handbook review for Dress Code Policy - developed and evaluated parent, student, and staff surveys to recommend a policy change to the school board.
- Member of the “Project Adam” school recognition program
- Serve as Acting Principal in principals absence

**Teacher/Department Chair Theatre Arts Department
Technical Director/Theatre Manager**

2009 – Present

- Created technical theater curriculum to meet Virginia Department of Education (VDOE) and professional guidelines
- Develop and implement effective lessons for technical theatre courses, such as Stagecraft I, II, & III, Scenic and Lighting Design, and Theatre Management
- Differentiate lessons to meet the needs for all students, including, but not limited to those with IEPs and 504 plans
- Department Chair responsibilities include:
 - Create technical theater curriculum to meet Virginia Department of Education (VDOE) and professional guidelines
 - Facilitate regular department meetings
 - Assist in the development, approval, and implementation of curricula that meets the needs of the program and VDOE Standards
 - Assist teachers with student and family conflicts
 - Participate in new faculty interviews
 - Facilitate and observe mock classes for teacher candidates and synthesis staff and student feedback
 - Maintain inventory of supplies and equipment and supplement as needed
 - Continually evaluating the curricula to ensure standards are being met
 - Research and appropriately procure equipment purchases
 - Manage and effectively monitor the operating budget for the department
 - Observe and provide instructional feedback to members of the department
 - Liaison between Theatre Department staff and the Theatre Arts Boosters
- Coordinate with teachers and staff for all events schedule the use of the Auditorium and other school spaces
- Coordinate rehearsal schedules and spaces for both school and community user groups
- Supervise the organization and management of school and community events/programming including the training of volunteers, ticketing, seating, technology (camera and sound) and general operations of events.
- Negotiate, plan, and execute all aspects of special events held at ARGS

MEMBERSHIPS/COMMUNITY INVOLVEMENT

- VTA: Member at Large and Technical Director for Conference (2022 & 2023)
- President, Board of Directors, The Theater Company at Fort Lee; 2 years
- Lifetime Member of Virginia Theatre Association (VTA)
- Lifetime Member of International Thespian Society, Colonial Heights High School Troupe