

# Board/Commission Candidate Application

The information contained in this application will become public record. Any false information given will be grounds for removal from boards and commissions.

Name Dana Jackson  
Home Address 2372 Merlin Drive, Grand Prairie, TX (Zip) 75052  
Occupation Executive Director of Counseling Services  
Employer Grand Prairie ISD  
Employer Address 2602 S. Belt Line Road, Grand Prairie, TX  
75052  
Home Phone 972-998-3602 Business Phone 972-237-5311  
Email address: dana.jackson@gpisd.org  
Resident of city for 11 years. I live in city council district number 6

Board or Commission Applying for: (List top 3 choices)

1. Library Board
2. Public Health Advisory Committee
- 3.

Have you ever been a member of a Grand Prairie Board or Commission? If so, indicate your previous appointment and approximate dates of service: N/A

Special knowledge, education, experience, interest or other information applicable to the board(s) for which you are applying (you may attach a resume or include additional information on a separate sheet):

See resume attached

Applicant Signature

Dana Jackson

Date

9/9/19

Return to: City Secretary  
City of Grand Prairie  
P.O. Box 534045  
Grand Prairie, TX 75053-4045  
Phone: 972-237-8035  
Fax: 972-237-8088  
E-mail: cdimaggio@gptx.org

Creating Raving Fans by Delivering World Class Service



## Public Service Opportunities

### Information about Boards and Commissions

City government depends heavily on residents who volunteer their time and energy to participate as members of boards and commissions. The involvement of residents is important to setting the direction of Grand Prairie's future.

#### Qualifications for Appointment

Each board may have specific requirements for members (these are listed below in the description of each board). With very few exceptions, members must be residents of the City of Grand Prairie.

#### Selection Process

Members of boards and commissions are appointed for three-year terms by a majority vote of the mayor and city council. Appointees are selected in July of each year and as vacancies occur. If the board has nine members, the mayor and each council member

appoint one member. Terms are limited to two consecutive three-year terms. Any member who is absent from three consecutive regularly scheduled meetings is subject to removal. Citizens may only serve on one board or commission at the same time.

## Boards and Commissions

### Animal Shelter Advisory Committee

Provides advice and recommendations to the city council related to the Animal Shelter and general animal control throughout the community.

- Meets quarterly, third Thursdays in Feb., May, Aug. and Nov. at 7 p.m.
- Thirteen members: nine members shall be citizens; one member shall be a licensed veterinarian; one member shall have duties which include the daily operation of an animal shelter; one member shall be the city's Environmental Services Director; and one member shall be a representative of an animal welfare organization.

### Building Advisory and Appeals Board

Makes recommendations to City Council relating to the International Property Maintenance Code. Conducts hearings related to junked or inoperable vehicles; abatement of nuisances; substandard structures; and appeals of decisions of the City's plumbing, mechanical, and/or electrical inspectors.

- Meets second Monday at 6 p.m.
- Nine members: architect; licensed engineer (preferably in the struc-

tural field); home builder or contractor operating in the city; plumber or mechanical contractor; electrician; remaining members selected from among building-related professions.

- Mayor and council members appoint one member each.

### Civil Service Commission

Monitors the city's personnel practices relating to the hiring, firing and administration of disciplinary action of police and fire civil service personnel, and ensures the provisions of Chapter 143, Local Government Code are enforced.

- Meetings are called as needed.
- Three members must be a resident of the city for three years, over the age of 25 and have not held a public office in the previous three years.
- Appointees must not conduct business as a supplier or vendor to the city.
- Appointments are made by the city manager and ratified by the city council.

### Commission on Aging

Makes recommendations to the city council concerning transportation, medical, financial, housing and entertainment needs of the aging.

- Meets second Wednesdays at 10:30 a.m.
- Nine members.
- Mayor and council members appoint one member each.

## **Dana Jackson**

2372 Merlin Drive  
Grand Prairie, Texas 75052  
(972) 998-3602  
dana.jackson@gpisd.org

---

### **Education/Certification**

Ed.D. – Educational Leadership, Dallas Baptist University, Dallas, TX – *In progress*  
M.Ed. - School Counseling, Auburn University Montgomery, Montgomery, AL, 2000  
BS - Elementary Education, Tuskegee University, Tuskegee, AL, 1998  
Principal Certificate – Texas  
School Psychology Certificate – California  
School Counseling Certificate - Texas and California  
Teacher Certificate – 4-8 Generalist: Texas

### **Administrative and Leadership Experience**

*Executive Director of Counseling Services, Grand Prairie Independent School District, Grand Prairie, TX, 2014-present*

- Supervises the development and implementation of Grand Prairie Independent School District's comprehensive counseling program.
- Provides supervision, professional development, and campus support to all School Counselors and School Social Workers.
- Serves as the District Title IX Coordinator and designed district wide systems to address and investigate bullying and sexual harassment.
- Supervises Crisis Response Teams deployed to campuses or other district sites during crisis situations.

*Academic Coordinator, Grand Prairie Collegiate Institute, Grand Prairie Independent School District, Grand Prairie, TX, 2013-2014*

- Administrator over nine weeks 504 teacher accommodation documentation; Teacher Skyward Grade Book and grading issue; Campus discipline issues; Parent University; SST/RTI.
- Campus Testing Coordinator.
- Coordinated Fall Data Conferences with students and parents.
- Designed Personal Graduations Plans for all students.

*Lead High School Counselor, Grand Prairie High, Grand Prairie Independent School District, Grand Prairie, TX, 2013-2011*

- Direct Supervisor of the Grand Prairie High Counseling Department: Four School Counselors, one Social Worker, the Registrar, and the Counselors' Administrative Assistant.
- Created systems and safeguards to maintain the accuracy and integrity of student records.
- As Lead Counselor, the GPHS Counseling Department impacted the following areas: Increased student graduation rate percentages (*Prior to my arrival at GPHS: Class of 2011- no data/lost records, (During my tenure at GPHS: Class of 2012- 95%, Class of 2013- 96%*); Decreased the overall end of the year student retention list by 50% for the 2012-13 school year; Set a campus-wide standard that GPHS students must graduate from high school in 4 years.
- Successfully hosted the District College & Career Fair (September 2011).
- Created, presented and implemented the Counselor Transition Checklist Form (which ensures all feeder schools are accountable for/provide accurate information regarding student information/records. i.e. 504, SST/RTI, transcripts, GPC/retention information, cross-checking student rollover entity information in Skyward, etc.) The Counselor Transition Checklist Form is currently being used by every School Counselor in GPISD.

### **School Counseling Experience**

*Middle School Counselor, Linda Jobe Middle School, Mansfield Independent School District, Mansfield, TX, 2011-2009*

- Assisted students with academic planning and exploration of college and career pathways.
- Provided individual and small group counseling services.
- 504 Coordinator
- Provided excellent customer service to highly involved parents.
- Developed and maintained the campus Master Schedule.

*Middle School Counselor, Reed Middle School, Duncanville Independent School District, Duncanville, TX, 2009-2008*

- SST Coordinator
- Conducted classroom guidance lessons focused on career exploration.
- Organized our Career Day event.
- Provided individual and small group counseling services.

*Elementary School Counselor, Hastings Elementary, Duncanville Independent School District, Duncanville, TX, 2008- 2004*

- Implemented a campus wide goal setting program based on students' academic achievement.
- Organized numerous parent outreach events.
- Conducted classroom guidance lessons on a variety of topics (Anti-bullying, goal setting, drug prevention, friendship/kindness, etc.).
- Provided individual and small group counseling services.

*School Psychologist, Los Angeles Unified School District, Los Angeles, CA, 2004-2003*

- Conducted psycho-educational assessments to identify if students meet the eligibility criteria for individuals with disabilities.
- Developed individualized behavior support plans for students in both the general and special education class settings.
- Provided staff development on positive behavior intervention techniques and accommodations for students with disabilities.
- Provided individual and small group counseling based on students' IEP counseling goals.

*Elementary School Counselor, 68<sup>th</sup> Street School, Los Angeles Unified School District, Los Angeles, CA, 2003-2001*

- Assisted students with developing appropriate problem-solving, social, and coping skills by delivering individual and small group counseling sessions.
- SST Coordinator and Administrative designee.
- School Liaison with the Los Angeles Police Department Vice Unit.
- Developed and coordinated Monthly Parent Workshops.
- Coordinated Career Day Activities.

*Elementary School Counselor, The Mountain Schools, Poudre School District, Fort Collins, CO, 2001-2000*

- School Counselor for three rural mountain schools (Livermore, Red Feather & Stove Prairie).
- Conducted classroom guidance lessons.
- Provided individual and small group counseling services.
- Provide educational and community resources to staff and parents.

### **Additional Training/Professional Development**

"Leadership Blueprint", Flippen Group, Grand Prairie, TX, August 2016

"Crucial Conversations", Vital Smarts, Grand Prairie, TX, March 2014

"Crisis Response Training", National Organization for Victim Assistance(NOVA), Allen, TX, September 2013

### **Presentations**

Jackson, D. (2017, May). Enhancing Academic Performance with Data. Presentation at the Dallas ISD Leadership Academy hosted by Dallas Baptist University, Dallas, TX.

Jackson, D. (2017, January). Creative Ways to Advocate for your Campus Comprehensive Counseling Program. Presentation at the Lone Star State School Counselor Association Conference, Fresno, TX

Jackson, D. (2015, July). Creative Ways to Implement Career Cruising in the State of Texas. Presentation at the Texas Career Education Conference, Fort Worth, TX.

### **Professional Affiliations**

Lone Star State School Counselor Association – Board Member

Texas School Counseling Association

Texas Counseling Association

Metroplex Association for Counselor Education and Supervision

Advisory Committee Member for the State Board of Education Certification; Chapter 239 Student Services Certificates; Sub Chapter A: School Counselor Certificate. August 2017

### **Awards**

Armstrong African Methodist Episcopal Church 2017 Community Trailblazer Award. April 2017

Keep America Beautiful 2016 Youth & Education Award for GPISD Counseling Services. December 2016

Keep Texas Beautiful Sadie Ray Graff Educator & Educational Institution Award Honorable Mention for GPISD Counseling Services. June 2016

The Texas School Counselor Association Rhosine Fleming Outstanding Counseling Supervisor of the Year. November 2015