

Mallory R. Everitt

DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

CONTACT

- 813-956-5235
- mallory.everitt@gmail.com
- 418 1/2 W. Violet St., Tampa, FL 33603



EDUCATION

Argosy University, Tampa, FL

Master of Arts | School Counseling

Graduated 2007

Summa Cum Laude

Clearwater Christian College, Clearwater, FL

Bachelor of Science | Psychology

Graduated 2005

Minors: Biblical Studies & Communications
Magna Cum Laude

PROFILE

Dynamic and dedicated professional with over 20 years of experience in non-profit education, management, administration, and counseling, specializing in program development. Skilled in driving continuous improvement, building strong relationships, and leading large-scale initiatives. Passionate about making a positive impact and committed to fostering community engagement.

WORK EXPERIENCE

Calvary Christian High School | Clearwater, Florida

Director of Institutional Effectiveness

June 2022 - Current

- Lead a robust academic program, guiding a team of 80+ employees to achieve educational excellence.
- Oversee strategic initiatives to enhance outcomes and institutional efficiency, ensuring compliance with state and national standards.
- Spearhead continuous improvement initiatives, fostering a culture of innovation and excellence.
- Direct the school's accreditation process with regional and national accrediting bodies, ensuring adherence to high standards.
- Facilitate communication and feedback among stakeholders to drive organizational development and growth.
- Deliver engaging presentations and communicate effectively with large groups, leading parent education nights, conferences, and other key events to inform and inspire diverse audiences.
- Ensure accountability and implementation of best practices across all operations, supporting accreditation and school success.
- Build and sustain partnerships with community organizations to enhance school programs and student outcomes.
- Analyze data for program improvement and ensure regulatory compliance.
- Provide leadership in academic advising and address parental concerns regarding student progress and testing.
- Manage the documentation and updating of school policies and procedures, aligning with accreditation requirements.

Director of College Counseling

July 2020 - June 2022

- Directed the college counseling program for a high school of 650+ students, overseeing its expansion to serve 820 students.
- Developed and nurtured strong partnerships with families, providing tailored resources and support to enhance student success and well-being.
- Served on the executive leadership team, contributing to strategic decision-making and organizational growth.
- Supervised a team of five counselors, managing a caseload of 250+ students and families, ensuring personalized services.
- Led 10-12 major events annually, including national college tours, conferences, and workshops.
- Networked with colleges and universities nationwide, representing the school at conferences and fairs.
- Developed and executed a detailed communication plan to keep stakeholders informed and confident in the college planning process.
- Established processes and procedures for the efficient operation of a competitive program.

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ADDITIONAL EXPERIENCE

Summit Ministries

Curriculum Writer & Editor
(Contractor)
2024 - Current

Redeemer City Church

Director of Ministry Services
2016 - 2020

The Canterbury Group

Educational Technology
Consultant & Trainer
2015- 2018

WORK EXPERIENCE CONTINUED

Seffner Christian Academy | Tampa, Florida

Director of Enrollment and Guidance Services June 2017 - July 2020

- Served as a key member of the executive leadership team, driving strategic initiatives for school-wide growth and development.
- Led the admissions and enrollment management program for a 700+ student Christian school, enhancing recruitment and retention efforts.
- Managed and supervised the admissions team, ensuring effective communication and collaboration with prospective and current families.
- Counseled students and families, providing guidance on academic, emotional, social, and spiritual matters to support overall well-being and success.
- Organized and executed various admissions and guidance events, including open houses, parent education nights, and college fairs, to engage and inform stakeholders.
- Facilitated educational planning and career exploration, aligning resources to meet student and family needs.
- Contributed to accreditation efforts by serving on Accreditation teams, supporting continuous improvement and adherence to standards.

Director of School Effectiveness

June 2015 - June 2017

- Served on the executive leadership team, fostering community connections and enhancing the school's presence in the Tampa Bay area through strategic communication and marketing efforts.
- Led the admissions and enrollment management program, focusing on stakeholder engagement and feedback to drive continuous improvement.
- Managed the school's social media outlets and website, ensuring clear and consistent communication with the community.
- Facilitated communication programs that strengthened relationships with families, local organizations, and other stakeholders.
- Gathered and analyzed stakeholder feedback to inform decision-making and report on the effectiveness of school programs.
- Played a key role in the technology integration team, supporting the implementation of innovative tools for enhanced learning.
- Contributed to teacher development programs, enhancing instructional quality and effectiveness.
- Executed standardized testing administrations, ensuring compliance with testing protocols and accurate data reporting.
- Participated in ACSI Accreditation teams, supporting the school's adherence to high standards and continuous improvement.

Middle School Principal


January 2011 - June 2015

- Directed the middle school program for a 600+ student PK-12 school, overseeing curriculum planning and student programming.
 - Led the successful transition to a 1:1 iPad program, including digital textbook conversion, teacher training, and digital citizenship initiatives.
 - Managed recruitment and hiring for employees ensuring a strong and capable team.
 - Coached employees in professional development goals and maintained a program for ongoing evaluation and growth.
 - Oversaw student discipline, promoting a positive school culture and fostering personal development.
 - Fostered strong family partnerships, providing resources and support to enhance student success.
 - Curated a strong communication program effectively with families through various channels, including events, email, text, and social media.
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WORK EXPERIENCE CONTINUED

Florida Virtual School | Orlando, Florida

AP Curriculum Writer & Instructor

June 2009 - January 2011

Seffner Christian Academy | Tampa, Florida

School Counselor

July 2007 - July 2009

Clearwater Christian College | Clearwater, Florida

Assistant Dean of Women

August 2005 - May 2007

Adjunct Psychology Instructor

Fall 2009

Ruskin Christian School | Ruskin, Florida

Secondary Teacher

2005

Long term substitute position after mid year graduation from college

The ALS Association | Tampa, Florida

Patient Services Intern

2004-2005

REFERENCES

*Transcripts &
References are
available upon
Request*
