

Gavin G. Gaynair

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PROFESSIONAL SUMMARY

Goal-oriented professional with extensive experience in curriculum development and project management, adept at fostering positive communication channels to strengthen and cultivate collaboration. I'm driven by a mission: to craft learning solutions that not only address the unique needs of every learner but also champion equitable access to educational tools. By innovating learning solutions with the learner in mind, I aim to bridge knowledge gaps and foster an inclusive learning experience for all.

Curriculum Development
Instructional Design
Project Management
Leadership & Management

Team Collaboration
Problem-Solving
Organized
Customer Success

Verbal & Written Communication
Content Creation & Design
Technologically Inclined
Management Systems Experience

EXPERIENCE

CONSULTANT/FREELANCER

Gaynair Consulting Services

07/2022 – Present

Orlando, FL

Founded a consultancy following my tenure in K12 education, leveraging extensive educational expertise to offer guidance, support, and consultancy services.

- Provide consultation services for an educational startup business, including graphic design and web development services.
- Provide 1:1 mentoring to 6 educators; including facilitating reflection, providing feedback and emotional support, sourcing resources and professional development opportunities, and promoting best practices.
- Provide job training in various formats, including face-to-face, virtual, and hybrid.
- Serve as a virtual assistant to a school principal, including the creation of learning resources and trip itineraries (activities, schedule, and budget).
- Manage social media pages; including a Facebook and an Instagram page that promotes leadership development and best practices.

ASSISTANT PRINCIPAL/PROGRAM MANAGER

Miami Union Adventist Academy

08/2017 – 06/2022

North Miami, FL

Recruited for a pivotal role in a K12 school approaching its centennial milestone to drive transformative change, streamline daily operations, improve instructional quality, and foster an empowered learning community.

- Oversaw daily activities of the institution, catering to 300+ students and directing a team of 35 educators.
- Streamlined and optimized operational procedures, including utilizing technical writing skills to revamp institutional handbooks and policies, to bolster efficiency throughout the institution.
- Utilized learning management systems to assess data, converting insights into effective strategies that enhanced student outcomes and guided planning.
- Manage e-learning platforms, such as Canvas.
- Fostered seamless communication among diverse stakeholders through a blend of in-person, digital, and virtual channels.
- Mediated conflicts, fortifying rapport and understanding among school constituents.
- Championed the needs and concerns of students, faculty, and staff, serving as a dedicated advocate.
- Conduct needs assessment to identify training needs, plan learning experiences, and execute staff training.
- Assessed new and ongoing programs, across 12 schools, to ensure alignment with district goals.

TEACHER/CURRICULUM DEVELOPMENT

Polk County School District

07/2014 – 07/2017

Bartow, FL

Instruct high school students in Biology and middle school students in Comprehensive Science.

- Established clear objectives and key outcomes, cultivating enriching and collaborative learning atmospheres.
- Partnered with subject matter experts in the development of comprehensive learning programs.
- Upheld strict compliance with FERPA regulations and regional privacy policies.
- Utilized the Focus School SIS to assess data, applying insights to inform instruction.

TEACHER/CURRICULUM DEVELOPMENT

Greater Boston Academy

07/2009 – 06/2014

Stoneham, MA

Instruct high school students in Biology, Chemistry, A&P, Earth Science, and Physics.

- Designed comprehensive courses and curricula, incorporating interactive activities, assignments, and assessments.
- Oversaw the science lab budget, ensuring efficient sourcing and inventory management of lab materials.
- Served as a student advisor, guiding 24 students toward achieving their academic milestones for graduation.
- Enhanced the discipline framework by creating and overseeing a board-approved discipline matrix.
- Employed surveys and direct feedback to gauge service quality, elevating the experience for parents/students and fostering a positive school culture.
- Monitored progress and generated reports using the FACTS SIS.

EDUCATION & CERTIFICATION

Master of Education in Education Technology and Instructional Design | Western Governors University

Bachelor of Science in Biology Education | Oakwood University

Teacher Certification: Biological Science | Florida Department of Education

PROFESSIONAL DEVELOPMENT

Human Subjects Research Certificate

Collaborative Institutional Training Initiative (CITI Program)

10/2023

Technical Support Fundamentals Certificate

Google

01/2023

Basics of Web Development & Coding Specialization Certificate

University of Michigan

11/2022

Cloud Digital Leader Certificate

Google

06/2022

Project Management Certificate

Google

05/2022