

# Gavin G. Gaynair

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## PROFESSIONAL SUMMARY

As a goal-oriented professional, I bring extensive experience in curriculum development and project management. I excel at fostering positive communication channels that strengthen and cultivate collaboration within teams and organizations. My mission is to craft learning solutions that address the unique needs of every learner while championing equitable access to educational tools. With a focus on innovation, I design learning experiences that bridge knowledge gaps and foster inclusivity for all learners.

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

### CURRICULUM DEVELOPER

06/2024 – Present

Precise Systems

Orlando, FL

Recruited for a contract with the Defense Equal Opportunity Management Institute (DEOMI).

- Collaborate with the team and customer to update legacy and develop new content for the Equal Employment Opportunity Professional Series Entry (EPS-E) course.
- Collaborate with the research department to gather and incorporate research findings into the curriculum.
- Draft comprehensive lesson plans, PowerPoint presentations, and study guides to support the lessons developed.
- Develop interactive distance learning lessons using Articulate Rise to enhance accessibility and engagement.
- Review and edit team documents to ensure accuracy, clarity, and compliance with Section 508 accessibility standards.
- Utilize an agile method for curriculum development to ensure timely product delivery that meets customers' expectations.

### CONSULTANT/FREELANCER

07/2022 – Present

Gaynair Consulting Services

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.

### TEACHER/CURRICULUM DEVELOPMENT

02/2024 – 05/2024

Osceola County School District

Kissimmee, FL

Instruct 125 high school students in Environmental Science.

- Partnered with subject matter experts in professional learning communities to develop and align curriculum.

- Designed curriculum purposed to build foundational skills in science, including reading and writing.
- Utilized the Focus School SIS to assess data, applying insights to inform instruction.
- Utilize Canvas, School City, Outlook, and other educational platforms to provide differentiated instruction in a hybrid environment.

## **ASSISTANT PRINCIPAL/PROGRAM MANAGER**

**08/2017 – 06/2022**

Miami Union Adventist Academy

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**

**07/2014 – 07/2017**

Polk County School District

Bartow, FL

Annually instruct 150 high school students in Biology and 150 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**

**07/2009 – 06/2014**

Greater Boston Academy

Stoneham, MA

Annually instruct 40 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 handbook by creating and overseeing a board-approved discipline matrix.
- 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**

<b>Human Subjects Research Certificate</b>   Collaborative Institutional Training Initiative (CITI Program)	10/2023
<b>Technical Support Fundamentals Certificate</b>   Google	01/2023
<b>Basics of Web Development &amp; Coding Specialization Certificate</b>   University of Michigan	11/2022
<b>Cloud Digital Leader Certificate</b>   Google	06/2022
<b>Project Management Certificate</b>   Google	05/2022