

SARAH BOXER

P: (720) 299-2446 | **E:** saraheboxer@gmail.com | **LI:** www.linkedin.com/in/sarah-surrey2012

SUMMARY

National Board Certified, bilingual instructional leader with 10+ years of teaching and coaching experience. Skilled in designing data-driven professional development, building coaching systems, creating differentiated curriculum, and leading cross-functional teams to improve student outcomes. Excels at leading transformative coaching initiatives and aligning schoolwide academic programming across stakeholders.

SKILLS & EXPERTISE

Transformative Professional Development • Team Management • Curriculum Design • Classroom Teaching • Data Analysis • Differentiation • Program Development • Spanish • Relationship Building • Instructional Coaching • Google Suite • Editing • 504/IEP Writing & Management

EXPERIENCE

DENVER SCHOOLS OF SCIENCE AND TECHNOLOGY | Denver, CO

Senior Manager of Instructional Leadership Development

July 2024 - present

- Design and facilitate differentiated, data-driven PD series for all instructional coaches and instructional leaders aligned to network priorities and vision for growth
- Ensure strategic coordination of PD by training and aligning internal and external facilitators
- Coach 16 instructional leaders through feedback cycles to strengthen coaching systems and implementation at their schools
- Provide direct support for instructional coaching not meeting network benchmarks
- Collaborate with cross-functional teams to ensure PD alignment to academic and coaching priorities
- Analyze leadership, instructional, and student data to assess effectiveness of PD and inform next steps
- Designed and launched a new multi-tiered coaching development program (Jan 2025)
- Participated in the Teaching Collaborative's Adaptive Schools Training (2025)

GIRLS ATHLETIC LEADERSHIP SCHOOL | Denver, CO

Assistant Principal of Academics & Instruction

2022-2024

- Led academic programming for grades 6-12 including curriculum adoption, intervention placement, and instructional coaching
- Managed and coached 3-4 instructional coaches; ensured coaching alignment toward school strategic goals
- Designed curriculum across multiple contents and supported successful implementation through data-driven coaching
- Led staff-wide professional development targeting instructional rigor, literacy, and student engagement
- Served as Site Assessment Leader for all standardized testing and READ Plans
- Ensured compliance with English Language Development programming and supported communication with stakeholders

Instructional Coach

2018-2022

- Utilized multiple coaching modalities (observation/feedback, lesson internalization, lab classrooms, data analysis) to coach 6 teachers yearly across middle and high school
- Collaborated with coaching team to progress-monitor schoolwide academic goals and plan PD
- Participated in PEBC coaching conference to develop schoolwide coaching model (2018)

Teacher & Literacy Specialist

2017-2022

- Taught ELA courses including 9th English, 9/10 GALS Action, AP Language & AP Literature
- Built culturally responsive curriculum and differentiated instruction using student data
- Designed and led high school literacy intervention program and coached MS teachers to implement shared literacy practices
- Oversaw READ Plans and partnered with families and teachers to ensure compliance and progress

504 Coordinator

2018-2021

- Developed and revised 504 plans with families and teachers, including remote contingency plans
- Monitored and ensured compliance across all implementation stages

TEACH FOR AMERICA COLORADO | Denver, CO

Onboarding Coordinator

2020-2022

- Coached incoming corps members through hiring and program compliance
- Tracked communication and developed onboarding tools to support timely completion of requirements
- Fostered community-building among ICMs through virtual programming during remote years

KIPP NORTHEAST DENVER MIDDLE SCHOOL (formerly KIPP Montbello College Prep) | Denver, CO

8th grade Reading Teacher | Co-Grade Level Chair | Dept. Chair | Guided Reading Coach

2014-2017

- Taught daily reading instruction for ~120 students; differentiated based on student data
- Facilitated weekly team meetings, collaborated with families, and analyzed academic data to drive instruction
- Developed and led guided reading program resulting in above-average reading growth network-wide
- Planned and facilitated PD to support literacy data practices across staff
- Participated in KIPP Emerging Leaders Cohort (2014–2015) and KIPP School Leadership Program (2015–2016)

Previous experience as a General & Special Education Teacher for KIPP New Jersey and Teach for America in Newark, NJ (2012-2014)

PROFESSIONAL CERTIFICATIONS

NATIONAL BOARD of PROFESSIONAL TEACHER STANDARDS

Adolescent & Young Adult – English Certification

2023

COLORADO STATE BOARD OF EDUCATION: PROFESSIONAL LICENSE

English Language Arts (6-12) (license number 24511655)

2025

ELD Endorsement

2016

EDUCATION

COLORADO STATE UNIVERSITY – GLOBAL | Englewood, CO

Master of Science, Teacher Leadership with an emphasis in Curriculum Leadership

2015

Honors: Cum laude

PITZER COLLEGE | Claremont, CA

Bachelor of Arts, English/World Literature; Spanish

2012

Year-long student abroad with a focus on 20th century Spanish theatre – Universidad de Murcia, Spain

2011

Honors: Cum laude; Sigma Delta Pi (Spanish Honors Society)

COMMUNITY INVOLVEMENT

SAMMY'S BUDDY PROGRAM | Denver, Co

General Board Member

Sept 2025-present