PERSONAL RESUME

Gilbert L. Herrera 503 Apt. A - Camp Gary San Marcos, Texas

Home Telephone - EX5-6261 Business Tel. - EX6-6622

Present Position - Co-ordinator of Education and Training - Gary Training Center

Personal Data:

Birthdate:

March 27, 1926

Birthplace

Corpus Christi, Texas

Marital Status:

Married - Father of five

Military:

U.S. Army, 96th Division - June 1944 through October 1946

Service time includes overseas action at Okinawa

Education:

Furman Elementary School Northside Junior High School

1944 Roy Miller High School (Formerly Corpus Christi High School)

1944 Radar School - Camp Stewart, Savannah, Georgia

1947 Del Mir College - completed 25 hours

1948 Entered Texas A & I with football scholarship

(Head Coach - Dewey Mayhew)

1951 Bachelor of Science Dogree - Major - Physical Education

Minors - Industrial Arts & Math

1955 Master of Science - Major - Admn. Education

Minors - Industrial Arts & P.E.

Total - 190 semester hours

Special Awards:

Lettered in Football, Basketball and Tennis - Roy Miller High Lions Club Award - Outstanding Athlete - Sr. High Class - 44

Football Scholarship - Texas A & I - Kingsville, Texas

Lettered in College Football - 3 years

Civic:

1961 Appointed by the City Council to serve as a member of the

Corpus Christi Park and Recreation Board - 4 years

Elected Chairman by members of the Board - 1 year

1.963 - 65

Elected Commander - Dept. of Texas - Catholic War Veterans 1965 Appointed National Aide to National Commander of Catholic

War Veterans

Member of:

National Education Association

Texas State Teachers Association

Southwest Basketball Officials Association

Southwest Football Officials Association

Gary Professional Association

Frequent Speaker for:

Veterans Organizations

Local Civic and Service Clubs Dropout and Poverty Programs

Professional Experience:

- 1951 Employed as Teacher and Head Football Coach Ben Bolt High School, 25 teachers 500 students Mr. Ponnie Ames, Superintendent
- 1953 Employed as Math Teacher and Football Coach Roy Miller High School
 115 teachers 2300 students Corpus Christi, Texas
 Head Coach Tom Pruitt; Principal Charley Gregg, Supt. R.L. Williams
- 1958 Elevated to position of <u>Varsity Line Coach</u> Head Coach - Pote Ragus

During the interval of time spent coaching at Roy Miller High School, the Football Team made the following record:

Entered the quarter finals - 3 times
Entered the semi-finals - 3 times
Won State AAAA Championship - 1960

1961 - Appointed Assistant Principal - Ella Barnes Junior High School 45 teachers - 1200 students Corpus Christi, Texas

Duties and Responsibilities as follows:

Attendance
Textbooks
Supervision of Maintenance and Custodial Services
Discipline
Counseling with Students on special problems
Public Relations
Assisting with scheduling of students
Miscellaneous related duties

1963 - Promoted to Central Staff as Special Consultant to the Instructional Division - Corpus Christi Public Schools - Secondary Div.-17,000 students

Duties and Responsibilities

were quite comprehensive and included designing of programs to increase the holding power of Corpus Christi Schools.

The Corpus Christi Program was in conjunction with the state wide Texas Educational Agencies "Stay in School" project.

Note: It was through these projects that the general public in Corpus Christi became aware of the various problems that confront many of the school children. As a direct result of these studies, Corpus was one of the first cities in the United States to apply for and receive financial assistance through the Office of Economic Opportunity in Washington D.C.

1964 - Appointed General Co-ordinator of the Neighborhood Youth Corps under the Department of Research and Pupil Services - Mr. J.M. Pearce, Director Superintendent of Schools - Mr. Dana Williams

1965 - Co-ordinator of Education and Training - Gary Training Center 230 Instructors - 3,000 Students

The Co-ordinator of Education and Training serves in the capacity of supporting the Assistant Director of Instruction in co-ordinating and administering the total training program at the Center. The Co-ordinator of Education and Training is directly responsible to the Assistant Director of Instruction, or during his absence, to the Director of Education and Training.

The Co-ordinator serves as a liaison officer - working hand in hand with staff members at the top echelon, instructors in the vocational and academic program as well as students.

The ability to relate to people tactfully and to comprehend an individual's capabilities and limitations are essential.

Duties and Responsibilities

Assisting and supporting the Asst. Director of Instruction in all programs related to (1) enrollment, (2) scheduling, (3) attendance, (4) instruction and (5) discipline of students.

Enrollment

Co-ordinate orientation of new students with Orientation Department Enroll students in classrooms and shops through co-ordinated effort of: Counseling Dept.

Vocational Dept.

Academic Dept.

P.E. Dept.

to obtain the greatest possible benefit to:

the individual student

the overall program

Scheduling

Master scheduling of classes

Scheduling of individual students to classrooms and shops Adjustment of schedules and/or vocational choice when advisable

Co-ordinated through

Counseling Dept.

Vocational Dept.

Attendance

Establish and maintain Central records system and attendance records Provide attendance information to authorized persons Issue attendance reports

Instruction

In service training program for Instructional Staff

Co-ordinate use of equipment and supplies with directors

Co-ordinate with Area Directors any current revisions of Corpsman Handbooks

Co-ordinate on-the-job and merit jobs for students (on Center Placements)

Co-ordinate transportation for class field trips

Discipline

Co-ordinate "Corpsman of the Month" and other merit programs
Review discipline and attendance problems with instructors, supervisory
personnel and individual students
Serve as Chairman on Behavior Review Committees and submit findings

Miscellaneous

Public Relations - within policies established by Center Director's office

Receive visitors - tour facilities Speak at public gatherings

Safety - co-ordinate safety practices

Records - Notify teachers regarding student activities affecting attendance

Forms - Develop and supply necessary forms to instructors and other personnel to co-ordinate all services channeled through this office

Any duty or duties assigned by the Assistant Director of Instruction or Director of Education and Training