

Jacob DeLeon Navarrete
Curriculum vitae

University of Texas at Austin
George I. Sánchez Bldg,
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Education

Ph.D., Education Leadership and Policy *Expected Graduation 2028*
The University of Texas at Austin, Austin, Texas
Emphasis on Education Policy and Planning

M.A., Policy, Organization, and Leadership Studies
Thesis- *A Tower of Babel: Growing Pains at Alcuin School*
Stanford University Graduate School of Education, Stanford, CA

B.A., Psychology and History
Skidmore College, Saratoga Springs, NY
Emphasis on Existential Psychology and American History

Publications

Unda, M., Lopez, E., Ogden, K., **Navarrete, J.**, Childs, J., Grooms, A., Peters-Hawkins, A., & Martinez, E. (Accepted, 2026). Critical policy analysis: navigating policy in/coherence and examining state-district policies impacting K-12 equity-centered leadership. *Education Policy Analysis Archives*.

Fousek, B., Taylor, Z.W., **Navarrete, J.**, & Childs, J. (Accepted, 2025). Exploring gendered perceptions of high school coaching quality: evidence from Illinois' high school student-athletes. *The High School Journal*.

EverRise, Childs, J., Fousek, B., **Navarrete, J.**, & Fair Foundation. (2025). The State of Coaching Report.

EverRise, Childs, J., Fousek, B., **Navarrete, J.**, & Fair Foundation. (2025). Texas - The State of Coaching Report.

Presentations

Unda, M., **Navarrete, J.**, Lopez, E., Ogden, K., Childs, J., Grooms, A., & Peters-Hawkins, A. (2026, April). *The politics of equity: central office responses to state and federal pressures on equity policy implementation*. Paper accepted for presentation at the Annual Meeting of the American Educational Research Association (AERA), Los Angeles, CA

Unda, M., Lopez, E., Ogden, K., **Navarrete, J.**, Childs, J., Grooms, A., Peters-Hawkins, A., & Martinez, E. (2026, April). *Critical policy analysis: navigating policy in/coherence and examining state-district*

policies impacting k-12 equity-centered leadership. Paper accepted for presentation at the Annual Meeting of the American Educational Research Association (AERA), Los Angeles, CA

Unda, M., Valenzuela, A., Ogden, K., & Navarrete, J. (2026, April) *Side-Stepping the Colonial Matrix: How Black and Latinx Leaders Imagine and Build Equity*. Roundtable discussion at the Annual Meeting of the American Educational Research Association (AERA), Los Angeles, CA

Navarrete, J. (2017, May). *A Tower of Babel: Growing pains at Alcuin School*. Master of Arts Thesis Presentation, Stanford University Graduate School of Education, Stanford University, Stanford, CA

Research Experience

Graduate Research Assistant, Department of Educational Policy and Planning, University of Texas at Austin | 2024-Present

Principal Investigator: Dr. Joshua Childs

Conducted rigorous qualitative coding and thematic analysis of interview transcripts and policy documents. Integrated qualitative findings with quantitative metrics to evaluate administrative coherence and policy outcomes. Co-authored peer-reviewed manuscripts, prepared comprehensive literature reviews, and synthesized complex data for academic conference presentations and policy briefs.

Teaching Experience

Graduate Teaching Assistant, History Department, The University of Texas at Austin | 2024 – Present
Course: The United States 1492 – 1865 (Spring 2026, Fall 2025, Spring 2025)

Course: The United States Since 1865 (Fall 2024)

Facilitated undergraduate instruction through pedagogical support, guest lectures, and dedicated office hours, emphasizing the development of critical primary and secondary source analysis. Evaluated student scholarship, including research essays and exams, with a focus on historical argumentation, evidence-based thesis construction, and the synthesis of complex institutional narratives. Provided substantive feedback to guide students in deconstructing historical policy shifts and the roles of diverse actors in state-building.

Course Instructor, Alcuin School, Dallas, TX | 2016 – 2023

Course: College Counseling Seminar

Designed and implemented a proprietary curriculum centered on postsecondary transition theory, institutional fit, and the socio-organizational dynamics of university admissions. Facilitated seminar-style instruction for graduating cohorts, providing substantive qualitative feedback on research-based personal statements and institutional applications. Developed and administered summative assessments and final projects to evaluate student readiness for academic and cultural integration into higher education.

Course: International Baccalaureate® (IB) Personal Project Seminar

Guided students through long-form, independent inquiry projects, utilizing IB® evaluative rubrics to measure cognitive and affective skill development. Managed the administrative and pedagogical lifecycle of individual student research, ensuring alignment with international assessment standards and institutional compliance. Facilitated sense-making for students navigating complex, self-directed research frameworks within a structured organizational environment.

Fellowships and Grants

Texas New Scholars Fellowship, The University of Texas at Austin | *Fall 2024 – Present*

Work Experience

Dean of College Counseling and Student Life, Alcuin School | 2016 – 2023

Guided the strategic design and policy implementation for a new secondary division, drawing on organizational theory to manage rapid institutional scaling. Established interdepartmental communication protocols and data infrastructures, facilitating bureaucratic sense-making and alignment among diverse stakeholders during a period of organizational change. Evaluated enrollment policies using mixed-methods data analysis, combining internal metrics with stakeholder feedback loops to iterate on administrative practices. These interventions supported a 1900% increase in secondary enrollment and improved middle-to-high school retention from 15% to 75%. Authored foundational policies for a new college counseling department, ultimately achieving a 20% admission rate to Ivy League institutions. Managed regulatory compliance to secure institutional accreditation as an official testing center for the SAT, International Baccalaureate (IB), and Cambridge assessments. Centralized student life initiatives into a single administrative unit to improve institutional coherence, assuming oversight of co-curricular programming, student governance, and parent education. Redesigned the advisory curriculum based on ongoing programmatic needs assessments to create a more inclusive, student-centered support framework. Directed global experiential learning programs across 12 countries, managing risk, operational logistics, and cross-cultural organizational dynamics.

Director of College Counseling (Contract), Shattuck/St. Mary's School | 2015

Designed foundational administrative infrastructure and institutional policies for a transnational educational partnership between a US independent school and a Chinese public school. Facilitated professional development for local educational personnel on US higher education admissions practices to ensure cross-cultural programmatic continuity. Cultivated international institutional partnerships and directed strategic communications for the inaugural graduating cohort.

Training & Development Manager / Quality Manager / Senior Counselor, Dipont Education Management Group | 2013 – 2015

Directed regional programmatic alignment and instructional quality assurance for Northern China operations. Led curriculum redesign, transitioning pedagogical focus from rote standardized test preparation to core academic competencies (research methodology, debate, and cross-cultural communication), securing \$1M in multi-year programmatic funding and expanding the institutional partnership network. Conducted qualitative program evaluations and administered faculty training initiatives across regional offices to ensure institutional alignment and policy compliance. Collaborated directly with executive leadership and interdisciplinary department heads to integrate admissions, communications, and human resources policies.

Assistant Director of Admission, Simmons College | 2011 – 2012

Managed administrative integration and admissions evaluations during the institutional restructuring of the admissions and strategic communications departments. Evaluated international applicant portfolios and directed domestic recruitment activities across 33 states. Revitalized international enrollment strategies, resulting in a measurable increase in global applicant volume. Restructured and digitized institutional advancement initiatives, improving operational efficiency and increasing alumni participation at global recruitment events.

Assistant Director of Admission, Skidmore College | 2008 – 2011 Evaluated undergraduate applicant portfolios and directed regional recruitment strategies across major domestic markets and territories, including Texas, Puerto Rico, Chicago, New York City, and St. Louis. Co-coordinated institutional diversity initiatives to broaden outreach, foster inclusive recruitment pipelines, and ensure alignment with strategic enrollment objectives. Communicated institutional policies, pedagogical frameworks, and admissions criteria to prospective students, families, and secondary educational partners. Participated in committee-based, holistic application review processes to support comprehensive institutional enrollment targets.

Service to Field

Director of External Affairs, University of Texas at Austin Graduate Student Assembly | *2025-Present*

Education Policy and Planning Representative, University of Texas at Austin Graduate Student Assembly | *2024-2025*

Graduate Student Representative, Faculty Council, Education Policy Committee, University of Texas at Austin | *2024-2025*

Graduate Student Representative, University of Texas at Austin Graduate Student Admission & Enrollment Committee | *2024-2025*

Presentation Committee, Texas Association of College Admission Counseling | 2022

Conference Committee, Texas Association of College Admission Counseling | 2022

Administrator in Chief, College Admissions Counseling Group | *2020- Present*

Certifications

Certificate in Diversity, Equity & Inclusion from the University of South Florida | 2021