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## **OBJECTIVE**

To become a member of the Lake City, FL, Planning and Zoning Board charged with recommending to the city council the boundaries of the various original zoning districts and appropriate regulations to be enforced therein, any proposed amendments thereto and other associated duties.

## **EDUCATION**

**May 2011- June 2014 Capella University**

*M.E.d @ Early Childhood Education*

**Aug 2011- May 2012 Florida Teach First Coast**

**Florida State College of Jacksonville**

*Major: E.P.I. Program*

**Aug 1999-Dec 2003 Edward Waters College**

*Business Administration*

**April 1998-June 2001 Florida State College of Jacksonville**

*Associate in Arts*

**Aug 1988-May 1991 Dr. Phillips High School**

*High School Diploma*

## **CERTIFICATIONS**

- Florida Teacher Certification Early Childhood Education (Pre-K-Third Grade)
- ESOL Endorsement
- Reading Endorsement
- Professional Child Development Specialist
- Director Credential Level II
- VPK Director Endorsement
- Guidance Counselor Certification

## **WORK EXPERIENCE**

**August 2020-Present**

**Columbia County Schools**

**Guidance Counselor/ TESTING Coordinator/ MTSS Coordinator**

- Implements the comprehensive school counseling program
- Acts as an advocate for all students
- Works in collaboration with other stakeholders in narrowing the achievement gap

- Provides professional leadership to establish a culture conducive to learning
- Counsels individual and/or small groups of students with academic, career and personal/social concerns
- Assists students in developing a plan for achieving educational, career and personal/social goals
- Consults with a variety of school based teams to facilitate appropriate placement decisions to enhance student achievement, which includes but is not limited to exceptional student staffing's, 504 determination meetings, and Child Study team meetings
- Confers with classroom teachers, administration, support staff, community agencies and parents regarding students and their needs
- Provides support to teachers in the delivery of counseling program related curriculum
- Coordinates with school and community agencies to broaden students' resources
- Seeks resources necessary to achieve school goals
- Guides individuals/groups of students through the development of educational plans, career awareness and personal/social growth issues
- Identifies and disaggregates critical data, such as grades, test scores, attendance, promotion rates, graduation and postsecondary enrollment rate
- Uses data to develop strategies to positively impact students
- Maintains, updates and reconciles conflicts in confidential testing data on the Student Information System.
- Follows the guidelines of the national, state, and district standards for professional school counselors
- Adheres to ethical and legal professional standards
- Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and county assessments to organize, manage and execute assessments.
- The Testing Coordinator performs a variety of professional, supervisory, technical, and administrative tasks to direct the administration of local, state, and national standardized testing of students in the school system
- Trains test administrators in the procedures for conducting the administration of each of the state assessments and the laws that affect those assessments.
- Supervise test administration, test security procedures, and make-up administration procedures for each assessment. Operates as liaison to the Department of Education and the testing controls
- Performs detailed study and analysis of confidential student assessment data, statistics, and written and verbal technical information. Organizes information,

performs calculations, and prepares statistical data in the form of specialized reports, records, charts, and graphs

**August 2013-Aug 2020**

**Columbia County Schools**

**Team Lead/Second & Third Grade Teacher**

- Analyze data to drive instructional planning and implement learning strategies (gradual release strategy) based on individual needs of the student.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.
- Collaborate with other teachers and administrators in developing, evaluating, and revising elementary school programs.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Facilitate small group activities and individual learning experiences
- Based on data, differentiate instructional learning environments to prepare and implement remedial programs for students requiring extra help.

**August 22, 2011-August 27,2013**

**CDI Head Start**

**Lead Teacher/VPK**

- Facilitate IEP meetings with a committee of professionals and parents.
- Manage a structured classroom in a stimulating environment, incorporating responsibility in each teaching area.
- Assessed, modified behavior, and coordinated academic and social activities in the learning environment
- Created an exciting, warm, and fun-filled atmosphere that allowed students to learn while playing to enhance social skills and academic progress
- Differentiated both fine and motor skill development in all academic areas: including math, reading and writing readiness based on Florida State Standards.
- Acclimated daily routines to ensure coherence with the school environment and daily living.

- Actively supported teaching professionals on effective work strategies with students.
- Employed diverse techniques to promote active learning, including individualized instruction, problem-solving assignments, and small-group work.
- Actively involved in students' behavioral, social, and academic development, aiding in students in developing emotionally, feeling comfortable in social situations, and awareness of socially acceptable behaviors.
- Attend staff meetings and educator trainings for continuous professional improvement.
- Modify assessments and assess student achievements using standardized and teacher-made tests.
- Employed positive interaction with students to develop rapport, trust, and mutual respect to ensure a productive learning atmosphere.

**January 14, 2011- May 2011**

**Don Brewer Learning Center Jacksonville, FL**

**Student Teacher/ Field Experience**

- Manage the classroom during instruction using various management mechanisms.
- Instruct students on basic skills, including mathematics, social studies, science, language arts, and reading.
- Assist students with classwork.
- Create and implement lesson plans based on Florida State standards.
- Grade papers and record data related to student academic gains.
- Record and assess student behavior and achievements.
- Work with exceptional students to increase their understanding of lessons and provide individualized attention to special needs students.
- Take students to lunch and learning resources.
- Attend staff meetings and educator training for continuous professional improvement.
- Create assessments and assess student achievements using standardized and teacher-made assessments.
- Assist students with virtual learning in the computer lab.

**January 2007- August 2011**

**Chappell Schools Jacksonville, FL**

**Director/ Lead Teacher**

- Created instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Upheld classroom management in which students were provided with solid and consistent direction.
- Implemented the ELLM & Foundations of Success.
- Maintained information about the Department of Children and Families.
- Responsible for parent conferences, parent education, and involvement.
- Supported teachers with academic and recreational activities in classrooms.
- Actively involved in the safety of the child and the development of the total child socially, cognitively, emotionally, physically, and creatively.
- Identify and implement goals tailored to the student's individual needs and abilities.
- Analyzing different teaching strategies using a research-based study by helping teachers create and implement lesson plans based on state-mandated curriculum