

# Application for Employment

Print

**Submitted by:**

**Submitted On:** 2023-12-07 17:28:38

**Submission IP:** (45.17.13.254)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** Human Resources

**Due Date:** Open

**Attachments**

- [Katie Corbin Resume .docx](#) - 2023-12-07 05:28:39 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
APPLICATION FOR EMPLOYMENT  
P.O. BOX 310  
BRONSON, FL 32621  
TELEPHONE: (352) 486-5218 EXT. 3  
FAX: (352) 486-5167



**Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. \*Asterisk items must be completed.**

**\* Position Applying For:**

Public Information Officer

Please type in the position for which you are applying for.

**\* Department:**

County Commissioner's Office

Please type in the Department Name.

**PERSONAL INFORMATION**

**\* Last Name:**

Corbin

**\* First Name:**

Katherine (Katie)

**\* Middle Name:**

Shannon

**\* Street Address:**

7431 NW CR 345

**Home Phone:**

Ex. (123) 456-7890

**Cell Phone:**

3522214294

**\* City:**

Chiefland

**\* State:**

FL

**\* Zip Code:**

32626

**\* County:**

Levy

**\* Email:**

Katiecorbin70@gmail.com

Type the County you reside in.

\* Are you at least 18 years of age?  Yes  No

\* Do you have a valid Florida Drivers License?  Yes  No

\* Class:  E - Regular License  A  B  C

Endorsements: \_\_\_\_\_

\* Have you ever worked under a different name?

Yes  No

If you selected "Yes" Name:

Katherine Andrews

Type Name if you selected "Yes".

\* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes  No

\* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below)  No

Full Name of Relative:

Dept. or Office Location:

Relationship:

\* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below)  No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

\* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below)  No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

\* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes  No

### EDUCATION - TRAINING - SKILLS

\* Highest Education Level Attained?

Less than High School  High School Graduate  Tech School  2 Year College  Some College  Some Grad School  Doctorate  Bachelors  Master's  MD, DDS, JD  Post  GED

High School or Issuing Equivalent:

Bronson High School

\* Graduated:

Yes  No

Type the name of School and State.

Undergraduate College or Universities:

Santa Fe College & University of Florida

Type the name of School and State.

Graduated:

Yes  No

Credit Hours Completed:

60/60

Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field or Study:

AA and BAE

**Graduate School:**  
Walden University  
Type the name of School and State.

**Graduated:**  
 Yes  No

**Credit Hours Completed:**  
60  
Type the number of Credit Hours Completed.

**Type of Diploma or Degree/Major Field of Study:**  
Master's in Reading and Literacy

**Technical Vocational or Bus. School:**  
Type the name of School and State.

**Graduated:**  
 Yes  No

**Credit Hours Completed:**  
Type the number of Credit Hours Completed.

**Type of Diploma or Degree/Major Field or Study:**

**\* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

Assignments requiring leadership: School Advisory Council Facilitator, Department Chair, College and Career Coordinator, School Improvement Coordinator, Mentor Teacher, School Testing Coordinator, Academic Instruction Coordinator, Served on the Superintendent's Public Relations special committee, Reading Coach and Graduation Coach Requested or hired as a presenter: Summer Leadership Conference (NEFEC); SUMS math trainer for districts across Florida; School Counselor Forum presenter; Rotary Club meetings; District School Board Meetings Recognition: Superintendent's Impact Award (2020)

If none, please type N/A.

**\* Special training, knowledge, skills or abilities related to the position in which you are applying:**

I hold a master's degree in reading and literacy which provides me with strong written and verbal communication skills. I have experience running the school's Facebook page and have been tasked with writing press releases for the local paper. I have years of experience using technology to create and deliver presentations and have a talent for building stakeholder cohesion among diverse groups of people. I am comfortable using Google, PowerPoint, Excel, and Word programs. I have worked with families of different ages, having taught at elementary through college levels and have skills in communicating fair expectations for all parties for each developmental level. I have gone through mental health training for staff, mentor training to train teachers and have years of experience in helping in school finance and program development. I have worked 31 years in Levy County and lived here for just under 50 years. I have taught for two colleges and served as a district support lead for dual enrollment.

If none, please type N/A.

**LICENSES-CERTIFICATIONS-REGISTRATIONS**

**Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.**

**Name of License/Certification/Registration:**

**Issued By:**

**Number:**

**Issue Date:**

**Expiration Date:**

**State:**

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

**Name of License/Certification/Registration:**

**Issued By:**

**Number:**

**Issue Date:**

**Expiration Date:**

**State:**

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

**EMPLOYMENT HISTORY**

**Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."**

<b>Company Name:</b>	<b>Phone</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>
P.K. Yonge Developmental Research School	(352) 392-1554	July 2023	Present

<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Starting Pay:</b>	<b>Ending Pay:</b>
1200 SW 6th St	Gainesville	FL	32601	\$68,000	\$68,000

<b>Job Title:</b>	<b>Number of Employees Supervised:</b>	<b>May we Contact this Employer?</b>
College and Career Coordinator	0	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Supervisor Name:</b>	<b>Supervisor's Phone Number:</b>	<b>Reason for Leaving:</b>
Christy Gabbard	352-392-1554	Not leaving unless there is a better opportunity closer to home

**Duties and Responsibilities:**

Responsible for writing original curriculum for all juniors and seniors at PK (approximately 250 students) and putting it online for six teachers and all students to access. Work with teachers and students to develop College and Career Readiness skills. Work with students and their parents as students transition from high school to college. Responsible for communicating opportunities and responsibilities associated with equal access in next step opportunities for students and parents.

<b>Company Name:</b>	<b>Phone</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>
School Board of Levy County-CMHS	352-493-6000	August 2009	June 2023

<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Starting Pay:</b>	<b>Ending Pay:</b>
808 North Main Street	Chiefland	FL	32626	\$48,000	\$60,000

<b>Job Title:</b>	<b>Number of Employees Supervised:</b>
Reading and Graduation Coach/Dual Enrollment Professor	0

<b>Supervisor Name:</b>	<b>Supervisor's Phone Number:</b>	<b>Reason for Leaving:</b>
Matt McLelland	352-507-2262	I had the chance to use my passion (College and Career) to serve more students at PKY

**Duties and Responsibilities:**

I served as part of the administrative team at CMHS. I was the Graduation Coach, School Improvement Coordinator, and served as a dual enrollment professor through the College of Central Florida. I taught part of the day and spent the other half as a mentor teacher for new teachers and worked with the administration to analyze data, finances and programs to improve student performance and share budget and progress details with stakeholders. I was responsible for building presentations and delivering them for all secondary students and their parents. I worked on building acceleration points in the school grade through the development of career and technical programs, advance placement courses, and dual enrollment. I handled all scholarships for seniors and worked with donors who were new and returning on scholarship development, tracking and payout. I kept records on scholarship donations, graduation rates, and academic program success as defined by certifications earned. I also served as the senior class sponsor for many years, organizing fund raising and senior events. I helped plan and organize details for all senior events including Baccalaureate, senior awards nights and graduation.

<b>Company Name:</b>	<b>Phone</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>
School Board of Levy County-CES	352-507-2262	August 1992	May 2009

<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Starting Pay:</b>	<b>Ending Pay:</b>
1205 NW 4th Avenue	Chiefland	FL	32626	\$30,000	\$48,000

<b>Job Title:</b>	<b>Number of Employees Supervised:</b>
Elementary Teacher	0

**Supervisor Name:**

Matt McLelland

**Supervisor's Phone Number:**

(352)-507-2262

**Reason for Leaving:**

Was invited by the secondary principal to come serve as a reading coach. After 18 years at CES I was ready for a change.

**Duties and Responsibilities:**

I taught grades 2, 3 and 4 during my 18 years at CES. I was asked by the principal to work with the administrative team and step out of the classroom to organize, develop and implement Academic Improvement Plans for struggling students. I also served as School Advisory Facilitator, School Improvement Coordinator and Testing Coordinator. I worked with the state on an improvement plan for CES when state testing was first implemented. During this time I was also an adjunct professor with Saint Leo University, teaching classes to prospective elementary teachers working on their Bachelor degrees in their Trenton branch.

**Company Name:**

**Phone**

**From Mo./Yr.**

**To Mo./Yr.**

Ex. (123) 456-7890

**Street Address:**

**City:**

**State:**

**Zip:**

**Starting Pay:**

**Ending Pay:**

**Job Title:**

**Number of Employees Supervised:**

**Supervisor Name:**

**Supervisor's Phone Number:**

**Reason for Leaving:**

Ex. (123) 456-7890

**Duties and Responsibilities:**

**Veterans' Preference**

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

\* Do you wish to Claim Veterans' Preference?

Yes (If Yes, please complete below)

No

**Branch:**

**Entry Date:**

**Discharge Date:**

**REFERENCES**

List 3 References who are NOT Relatives.

\* Name:

\* Complete Address:

Phone

\* Occupation:

\* Years Known:

Matt McLelland

808 North Main Street  
Chieffland, FL 32626

352-507-2262

Principal

18

Include Zip Code.

\* Name:

\* Complete Address:

Phone

\* Occupation:

\* Years Known:

Dr Patrick Wnek

3841 Reid St Palatka, FL 32177

352-221-4758

Executive Director  
of NEFEC

15

Include Zip Code.

<b>* Name:</b>	<b>* Complete Address:</b>	<b>Phone</b>	<b>* Occupation:</b>	<b>* Years Known:</b>
Michael McElroy	10649 SE County Road 319 Trenton, FL 32693	352-575-3060	Gilchrist County Tax Collector	10
	Include Zip Code.			

**ACKNOWLEDGEMENT**

Please read carefully, check I Acknowledge for each paragraph, and sign below.

\* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

\* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

\* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

**\* Applicant Signature:**

**\* Date:**

Katie Corbin

12/07/2023

Format: MM/DD/YYYY

**All applications are subject to Florida Public Records Law**

**LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Levy County Government Center  
310 School Street, Room 112  
Bronson, FL 32621

**Upload a File**

No file chosen

Resume/Copies of Certifications/Licenses

# Katie Corbin



## CONTACT INFORMATION

Phone (352) 221-4294 | 7431 NW CR 345 - Chiefland, FL 32626 | [katiecorbin70@gmail.com](mailto:katiecorbin70@gmail.com) | LinkedIn



## CAREER OBJECTIVE

To acquire a leadership position within a company that shares my values and commitment to serving others while taking advantage of my leadership and communication skills, strong work ethic, and strengths in project planning, management, marketing and presenting to foster cohesion and successful partnerships among stakeholders.



## PROFESSIONAL EXPERIENCE

### **College and Career Coordinator|P.K. Yonge July 2023-Present**

- Responsible for College and Career Readiness curriculum development for all juniors and seniors.
- Serve as a teacher leader, providing support implementation for teachers teaching College and Career classes at PKY
- Serve as a host Research In Action teacher for visiting schools to model and answer questions about the program I have created at PKY

### **Graduation Coach| Chiefland Middle High School Adjunct Professor for Dual Enrollment |College of Central Florida 2014-2023**

- Responsible for innovative program development, facilitation and implementation to build coherence for people who have little or no understanding about academic programming, scholarships, financial aid and college admissions
- Provide assistance with budget and grant writing and evaluation
- Responsible for data analysis in tracking and calculating the school's graduation and College and Career acceleration rates for school grading. Help build master schedules and teacher effectiveness to meet organizational goals in these and other areas tied to school grading.
- Create and oversee program and curriculum development and deployment through systems that are repeatable, scalable, measureable, engaging and meet the needs of all stakeholders.
- Assist students with development of college and career readiness behaviors; including the engagement of community leaders to interview students in the



## EDUCATION

### **Walden University Minneapolis, MN | 2007**

Master's Degree, Reading & Literacy

### **University of Florida Gainesville, FL | May 1992**

Bachelor of Arts in Elementary Education  
Magna Cum Laude

## RELEVANT SKILLS

- Leadership & Instruction
- Creative Problem Solving
- Digital Marketing & Public Relations
- Written & Verbal Communication
- Innovative Program Developer
- Strong Emotional Intelligence
- Focused Attention to Detail
- Organizational and management abilities to meet challenges & deadlines
- Ability to build stakeholder cohesion
- Presentation design & delivery
- Data Analysis & Project Planning

## LEADERSHIP ROLES

- Grade Level Chair
- Senior Class Sponsor
- Curriculum & Instruction Coach
- School Advisory Council Facilitator
- School Improvement Coordinator
- Mentor Teacher
- Testing Coordinator
- Academic Instruction Coordinator

classes I teach. Students have been so well prepared, many have secured viable professional employment offers through the process.

- Responsible for initiating and developing community relationships, community engagement opportunities and social media strategies to promote positive working partnerships.

- Responsible for mentoring new teachers, modeling best practices and assisting in improving their understanding of our organizational goals while helping them improve their craft

**Reading Coach | Chiefland Middle High School  
Adjunct Professor of Elementary Education Program  
Saint Leo University  
2009–2014**

- Responsible for building relationships and systems to improve attendance and literacy performance

- Assisted teachers in analyzing performance data and planning for differentiated small group instruction

- Researched and recommended materials for purchase; trained and assisted in the implementation of resources

- Participated in regular Reading Coach meetings in the district to collaborate, problem solve and plan to improve literacy across the district

- Responsible for planning/delivering engaging instruction and resources to aspiring teachers working on their Bachelors in Elementary Education. Used personal experiences and passion to prepare them for the profession, stressing the importance of building relationships and facilitating collaboration to make an impact

- Responsible for modeling best practices for teachers and assisting with the certification processes required for continued employment

**Teacher | Chiefland Elementary School  
Academic Instruction Coordinator | Chiefland Elementary School  
1992-2009**

- Responsible for state testing and progress monitoring for 900 students and building coherence around all assessments, performance results and academic supports with all stakeholders

- Responsible for creating, evaluating and delivering remedial instruction and resources included in Academic Improvement Plans for students not making adequate academic progress

- Created and implemented a school-wide writing program that was directly linked to increased writing performance on the FCAT writing test

- Served as an instructional leader working with the Florida Department of Education to develop and implement a School Improvement Plan to address low performance achievement data

- Assisted in writing the School Advisory Council's by-laws and served as the President/Chair

- Designed and implemented classroom instruction for grades 2, 3, & 4 and served as a mentor teacher to new teachers and grade level chair in each grade level I taught.

**NOTEABLE ACHIEVEMENTS**

- Directly influenced and worked to consistently have highest graduation and College and Career Acceleration rates in the district. The school's graduation rates have exceeded the state average all 9 years I served as graduation coach

- Received the Superintendent's Impact Award (Jan 2020), acknowledging my dedication and creative systems to help students and parents understand and prepare for success beyond high school

- Consistently have 75% of the senior class attend the Parent Info Nights I present. I continue to have the highest participation in the district for any parent night I host. The district has used my presentation materials, messaging and systems to set the standard for every other high school in the district

- By request, I have presented at district board meetings and local Rotary Clubs to showcase my work and success with students and programs

- By request, I have presented as a model of excellence throughout the state through work contracted with the North East Florida Educational Consortium, sharing with administrators at their Leadership Conference and teachers and guidance counselors throughout the state regarding my innovative systems, program designs and curriculum I have helped to create and champion



## REFERENCES

**Matthew McLelland**  
**Principal, Chiefland Middle High School**  
**School Board of Levy County**  
**Phone: 352-493-6000 or 352-507-2262**  
**Email: matthew.mclelland@levyk12.org**

20 years' experience working together in two different school settings serving as my supervisor through a variety of different roles.

**Dr. Patrick Wnek**  
**Executive Director**  
**North East Florida Educational Consortium**  
**Phone: 386-329-3800**  
**Email: wnekp@nefec.org**

Former Assistant Superintendent in Levy County and currently the director of the educational consortium that serves Levy and 14 other districts. We have worked together in different capacities over 15 years.

**Christie McElroy**  
**Guidance Counselor & Coordinator of Career and Technical Education**  
**P.K. Yonge Developmental Research School**  
**Phone: 352-214-7436**  
**Email: christiemcelroy1989@gmail.com**

Former Guidance Counselor and Assistant Principal at Chiefland Middle High School. In her current role as CTE Coordinator and Guidance Counselor, we continue to work on projects together to improve school and student performance.

**Michael McElroy**  
**Gilchrist County Tax Collector**  
**Phone: 352-575-3060**  
**Email: mmcelroy@gilchrist.fl.us**

Former bank president and now the tax collector in Gilchrist County. I have worked with him on several initiatives professionally and personally for over ten years.