

Client Name

Contact information

Summary of Qualifications

As a Director of Education with hands-on classroom experience, I deliver learning content and curricula that enhances the consumer experience and drives engagement. My primary focus has been to work with challenged learners, and as a result, I am adept at making complex concepts accessible to audiences of any age with varying levels of competence. A member of the National Education Association, I am passionate about advancing inclusion and access for diverse populations.

Career Highlights

- Developed professional development initiative that drove percentage of certified educators from 20% to 100% by creating roadmap for certification through an aggressive 2-year timeline
- Implemented EdTech tools (SmartBoards, iPads) in every County classroom
- Introduced Unique Learning System curriculum that enables translating complex information into concepts accessible by challenged learners

Professional Experience

XXXXXXX Public Schools

2014 - present

Department Lead, Special Education

- Implement curriculum for virtual learning across multiple EdTech platforms
- Direct on-going engagement among stakeholders, with a focus on diversity, inclusion & equity
- Conduct community outreach with local businesses & Chamber of Commerce
- Co-teach Environmental Science & Biology curriculum
- Approve grants seeking funding targeted for special education
- Manage Wellness Committee's \$8.5K annual budget
- Developed performance monitoring system to track deliverables for >30 projects & conduct analyses to measure KPIs

Company Name

2009 - 2014

Director of Education

- Managed 20 direct reports to direct day-to-day operations necessary to carry out academic programs for students with autism spectrum disorders, behavioral & intellectual disabilities
- Developed & delivered federal & state compliance-focused training on technology integration & documentation procedures

XXXXX University

2008 - 2009

Assistant Director of Disability Student Services

- Collaborated with IT support team & external vendors to identify hardware & software tools to assist students with disabilities
- Managed \$35K budget for programs to provide program services
- Recruited & supervised team of 12 support personnel

Company Name

2002 - 2008

Education Program Coordinator

(promoted from classroom instructor)

- Managed multiple budgets (\$10K-\$15K) & tracked expenses against enrollment trends
- Developed certification & curriculum development protocols to comply with MD state regulations
- As member of Executive Leadership Team, supervised >20-person educators

- Initiated partnerships with state & local agencies to increase program enrollment
- Managed program & assessment database of >70 educators to ensure compliance with state education policies

Software

MS Office Suite: Word, PowerPoint, Excel, Outlook); Blackboard; Google Classroom; JamBoard; NearPod; Screencastify; WeVideo; Vizzle

Education

XXXXXX University
MA - Special Education
BA - Psychology