

**CSAC Question 11: Plans for providing guidance counseling services and world language instruction**

Under the 123 student scenario in Year 1, we will hire 4.75 content classroom teachers and two special education teachers. The DE STEM Academy will also be hiring 0.25 FTE teacher in world languages and one full-time counselor to support the academic and social needs of our student body, performing all aspects of the counseling, including academic guidance, social support and responsive services related to school climate. Lastly, we will be hiring a Teacher Leader/Dean of Students to assist the Principal with school climate, mentoring of teachers, and the student experience.

The two dedicated special education teachers will have a daily schedule that allows for inclusion and pull out services as needed for students. One special education teacher will service students inclusively and provide small group instruction/flexible grouping to support implementation of the model and student needs. The additional special education teacher will also support students with a classroom schedule and fixed time in the schedule for pull out and coordination of the special education program.

Additionally, one of the special education teacher will have an advisory block each day to provide additional supports, monitoring of progress and growth of students within the educational model.

In terms of electives for year one, all 9<sup>th</sup> grade students will be taking an Exploration in STEM class which is part of our CTE Pathway. All 10<sup>th</sup> grade students will participate in the first course titled Introduction to Engineering Design (IED) as part of Project Lead the Way and adjustments to the master schedule are in place to provide students with the opportunity to take that class during year 1. The STEM teacher will participate in training to implement the course requirements. Additional electives will be taught by the ELA, Social Studies, Math, STEM, Science and World Language teacher. Electives will be determined by student’s interests and need, along with teacher specialty and interest. All Delaware Department of Education state requirements for graduation are fulfilled.

Due to the low number of registered 10<sup>th</sup> graders, Driver’s Ed will be offered as a weekend program. We have already received a proposal, including cost for a certified Driver’s Ed teacher to administer the program. The school community has been informed about the weekend program and are supportive.

The following information provides details on our teacher positions and current candidates.

DE STEM Academy: Teacher Certifications Required/Preferred	Candidate Qualifications:
Teachers Required Certification Area:	Teachers Offered/Certification Area:
English/Language Arts: Required English Secondary 9-12; Preferred also Exceptional Children K-12	Offer made to teacher with English Secondary 9-12, Exceptional Children K-12 pending. This candidate currently works in a high-needs school for students needing an alternative setting. The candidate has previous experience in PBL and is trained in Restorative Justice and can provide leadership and support with our climate team.
Social Studies: Required Social Studies Secondary 9-12; Preferred also Exceptional Children K-12	Offer made to teacher with Social Studies Secondary 9-12. This candidate is currently coming from out of state and has experience as a founding staff member in a new charter school. He is also very active outside of his teaching duties with mentoring students and providing opportunities in club activities such as Model UN.

<p>Science: Earth Science, Biology or Physical Science; Preferred Exceptional Children K-12 and more than one science content area</p>	<p>Offer made to teacher with Earth Science, General Science 7-12, Dance Instructor. This candidate is coming from out of state and has previous experience teaching multiple areas of science, along with coaching Science Olympiad teams and after school science related clubs. Her experience with dance and ballet instruction provides the school with an additional option to offer elective courses in that area/field.</p>
<p>Math: Secondary Mathematics 9-12; Preferred also Exceptional Children K-12</p>	<p>Offer made to teacher with Secondary Mathematics 9-12. This candidate is currently finishing his student teaching within the Christina School District and is currently teaching integrated mathematics, pre-calculus, statistics and calculus in grades 10 and 12. He also has served as a summer STEM camp counselor for three years through Project Smart at the University of Delaware.</p>
<p>STEM: Earth Science, Biology or Physical Science; Preferred Exceptional Children K-12 and more than one science content area including Chemistry, Physics and/or Engineering background, Project Leader the Way experience</p>	<p>Offer made to teacher with Physical Science, General Science 9-12 and previously taught Engineering. This candidate is coming from out of state, but has previously taught in Delaware. He has extensive experience in designing curriculum projects and using a flipped classroom model as a differentiated approach with instruction. He has attended De Science Coalition training and implement previous units from the coalition. He is also AP certified and experience with IB.</p>
<p>Special Education: Required Exceptional Children K-12; Preferred additional content area and/or STEM background</p>	<p>We are currently advertising for the position, screening candidates and interviewing for the best candidate.</p>
<p>Special Education/Coordinator: Required Exceptional Children K-12; Preferred additional content area and/or STEM background</p>	<p>Offer made to a teacher with Exceptional Children K-12 certification and Social Studies Secondary 9-12. This candidate has experience in two different high need schools with teaching and managing a caseload of students simultaneously. She has served in many capacities as a Case-Manager, Co-Teacher and advisor to students with diverse needs in a school that is 100% a population of poverty participating in free and reduced lunch program. She has expressed interest in obtaining additional training to fulfill her role as special education coordinator and has been recommended well by others as a demonstrating a strong skillset of problem solving and compliance</p>
<p>World Languages: (.2 fte) Appropriate World Language certification for 9-12</p>	<p>We are currently advertising for the position, screening candidates and interviewing for the best candidate.</p>
<p>School Guidance Counselor 9-12 (valid 5-8), preferred Exceptional Children K-12 certification</p>	<p>We are currently advertising for the position, screening candidates and interviewing for the best candidate.</p>

<p>Teacher Leader/Dean of Students: Earth Science, Biology or Physical Science; Preferred Exceptional Children K-12 and more than one science content area including Chemistry, Physics and/or Engineering background.</p> <p>Additional experience working with school climate and leadership experience preferred, not required</p>	<p>We are currently advertising for the position, screening candidates and interviewing for the best candidate.</p>

Resumes are also attached.

## **CANDIDATE #1-Science Teacher Grade 9**

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### Professional Status:

New York State Certification in *Earth Science* - 5<sup>th</sup> - 6<sup>th</sup> grade  
New York State Certification in *Earth Science* Education 7<sup>th</sup> - 12<sup>th</sup> grade  
New York State Certification in *General Science*- 5<sup>th</sup> - 6<sup>th</sup> grade  
New York State Certification in *General Science* Education 7<sup>th</sup> - 12<sup>th</sup> grade

### Education:

*1/07 - 5/11* **Dowling College** - Oakdale, New York  
Masters of Science - Integrated Science Education

*8/03 - 12/06* **State University of New York at Stony Brook**, Stony Brook, New York  
Bachelor of Arts in Earth Science Education  
Concentration in Geology; Minor in Dance  
Dean's List

*6/13 - 8/13* **Bronx Zoo** - 3 Graduate level courses (Teaching Big Scientific Ideas with the Little Creatures that Rule the World, Predators: Biology and Conservation, and Green STEM: Designing a Sustainable Future)

### Teaching Experience:

*09/15- present* **Science Teacher/ Coordinator** - Our Lady of Mercy School, Hicksville, NY - 6<sup>th</sup> - 8<sup>th</sup> grade

- Developed curriculum for grades 6<sup>th</sup> - 8<sup>th</sup>
  - Develop and implement hands-on labs / activities
  - Differentiation of lessons to multiple learning styles
  - Construct in class individual and group projects using a rubric guide
- Submit electronic lesson plans weekly
- Submit grades daily on electronic gradebook - open to parents
- Implemented and coordinated after school Science Club
- Participates in Catholic School committee

*7/02 - present* **Ballet, Pointe, and Yoga Instructor** - **Ohman's School of Ballet**, Commack, NY

- Teach children ages 6- adult, teach French terminology
- Teach discipline, hard-work and dedication
- Rehearsal Assistant for ballet productions
- Soloist with New York Dance Theatre Company

*02/15 - 6/15* **Leave Replacement** - Robert Finley Middle School - Glen Cove, NY

*7/15 - 8/15* **Summer School Teacher** - Robert Finley Middle School - Glen Cove, NY

*9/14 - 12/14* **Science Teacher** - Bronx Green Middle School, Bronx, NY - 6<sup>th</sup> and 7<sup>th</sup> grade

- Taught 4 out of 6 classes - special education Science (Students on a 1<sup>st</sup> - 5<sup>th</sup> grade reading/ math level)
- Taught 1 out of 6 classes- ELL/ ESL Science (1/3 of the class 1<sup>st</sup> year English speaking)
- Submitted grades daily on electronic gradebook- open to students and parents

*9/08 - 6/14* **Science Teacher/Coordinator** - Our Lady of Lourdes, West Islip, NY - 4<sup>th</sup> - 8<sup>th</sup> grade

- Developed curriculum for grades 4<sup>th</sup> - 8<sup>th</sup>
  - Develop and implement hands-on labs / activities.
  - Differentiation of lessons to multiple learning styles.

- Construct in class individual and group projects using a rubric guide.
- Submitted electronic lesson plans weekly.
- Submitted grades daily on electronic gradebook - open to parents.
- Guided Students through Academy of Inquiry- 6 month program
  - Select high achieving students to participate
  - Research program→ utilizing the scientific method
  - Mentor with students during lunch periods
  - Students are mentored by medical students from Stony Brook University that help them with their background information
  - Students prepare a six page research paper and present a 15 minute PowerPoint presentation to medical professionals
- Developed school wide Science Fair
  - All students prepare and present project using the scientific method
  - Guide students through phases of project
- Incorporated technology in the classroom including Smartboard/I-Pad /video conferencing (through NASA STEM GRANT)
  - Leveraged Google docs to allow students to electronically submit results from homework assignments and assessments. The parsed results provided to me by Google forms, allowed me to perform metrics and tailor assignments to further challenge students
  - Work with a public school and a NASA scientist to complete an experimental project titled “Is there possible life on Mars”
  - Video Conference with both school and NASA scientist
  - Students present projects with the use of Moviemaker, I-Movie
  - Teach students how to document their work with video, pictures (camera) and voice (i-pod)
- Was on Middle State Committee from September, 2009 to June, 2014
  - School committee meets to study the visiting teams recommendations and decides on several Strategic Goals
- Coordinated field trips to Nissequogue River, Great South Bay, DNA Learning Center, and Museum of Natural History (Hayden Planetarium) based on New York State guidelines

2/08 - 6/08 **Permanent Substitute Teacher** - West Hollow Middle School, Melville, NY  
 1/08 - 2/08 **Earth Science Leave Replacement** - Half Hollow High School West, Dix Hills, NY  
 10/07 - 12/07 **Permanent Substitute Teacher** - West Hollow Middle School, Melville, NY  
 9/07 - 10/07 **Earth Science/8<sup>th</sup> Grade Leave Replacement** - West Hollow Middle School, Melville, NY  
 9/07 - 4/08 **Science Olympiad Coach** - West Hollow Middle School, Melville, NY  
 5/07 - 6/07 **Earth Science Leave Replacement-** Smithtown High School West, Smithtown, NY  
 1/07 - 5/07 **Substitute Teacher-** Smithtown and Sachem School Districts

Skills: Microsoft Word, Outlook, Excel, PowerPoint, I-Pad, Smart board, Moviemaker, I-Movie, Evernotes, Scanner Pro, Skype, Video Conferencing, Ballet/Dance Choreography

Other: Served on Committee for the National Young Scholars Program

Professional References: Available Upon Request

# DM – SOCIAL STUDIES RESUME

**OBJECTIVE** To be an influence on the lives of youth, creating global citizens who can use higher order thinking in a global workforce.

**EDUCATION** Bloomsburg University graduate with a BS in Secondary Education and Citizenship  
Current Wilmington University Student, M.Ed Teaching and Learning

**CERTIFICATION** Pennsylvania Instructional I Citizenship Education 7-12  
Pending Delaware Certification

## **EMPLOYMENT HISTORY**

- Teacher August 2013 – Present  
Tacony Academy Charter School
- Currently teaching 7<sup>th</sup> and 8<sup>th</sup> grade social studies Common Core Curriculum
  - After school reading and writing tutoring
  - Homebound instruction for behaviorally challenged student's
  - Created and advised Model UN team
  - Increased membership of Model UN 100% from 2013-2014
  - Successfully planned 8<sup>th</sup> grade class trip and reached 100% attendance on trip with financial assistance
  - Planned and implemented first 8<sup>th</sup> grade community service Project
  - Implemented cross curricular Black History Month Unit, ELA and ART components
  - Implemented Black History Month education assembly 2013
- Chester County Intermediate Unit February 2013-June 2013
- Substitute for absent teachers
  - Provide instruction in place of teacher
  - Manage classroom behavior
- School Age Child Care Site Director January 2013-February 2013  
YMCA of the Brandywine Valley
- Assist children ages 5-12 with homework assignments
  - Plan and facilitate weekly lessons and activities
  - Communicate with parents and guardians about student progress
- Unit Leader June 2013 – Present  
YMCA of the Brandywine Valley
- Mentored and managed groups of camp counselors
  - Led trainings in bullying prevention
  - Communicated with families
  - Implemented camp wide lunch assistance program
  - Led literacy workshops twice a week
- Camp Counselor June 2010-August 2012
- Downingtown Area Recreation Consortium
- Managed a team of 14 Camp Counselors
  - Organized Camp wide activities
  - Handled parent concerns
- YMCA of the Brandywine Valley
- Created, planned, and facilitated a full day camp sporting event
  - Created and planned a new morning and afternoon routine
  - Led groups of children in various activities
  - Monitored and managed child behavior
  - Communicated with parents and guardians
- June 2009-August 2009  
Carson Simpson Christian Center
- Led group of 6<sup>th</sup> grade boys
  - Promoted good fitness and health
  - Led weekly devotional

















# JEB – STEM RESUME

**OBJECTIVE:** To obtain a physics teaching position which will allow me to share my love of physics, biology and engineering to students.

## EDUCATION:

- **The College of New Jersey** – 2011 – *Masters of Education*
- **University of Delaware** – 2005 – *Teaching Certification*
- **University of Richmond** – 2001 – *Physics Degree*

## EXPERIENCE:

- **Rancho Solano Preparatory School** – Scottsdale, AZ  
*Physics teacher* Sept 2014 – present  
IB Physics – HL & SL:  
2014-15: First year Rancho Solano students took IB exam, 83% passed 2015-16: Followed new IB curriculum  
Physics:  
Rewrote curriculum implementing Harvard based Teaching for Understanding (TfU)  
EPICS/SAGE:  
EPICS: Engineering Projects in Community Service  
SAGE: Students for the Advancement of Global Entrepreneurship
- **Verona High School** – Verona, NJ  
*Physics teacher* Sept 2010 – June 2014  
AP Physics C – Mechanics:  
2010-11: Created and instituted the initial course offering for Verona High School  
2011-12: 77% of class passed AP exam, 5 students with score of 5  
2012-13: 100% of class passed AP exam  
Honors Physics:  
Rewrote curriculum implementing Understanding by Design (UbD)  
2012-13: Encouraged and tutored four high level juniors to take AP Physics B exam  
1 student scored a 5; 3 students scored a 4  
CP Physics:  
Instituted the initial course offering for Verona High School using UbD  
Established blended learning:  
Created videos to help students solve physics problems
- *Chemistry teacher* Sept 2007 – June 2010  
Rewrote the chemistry curriculum using Understanding by Design
- *Chess club advisor*  
Founded and sponsored the Verona High School chess club during lunch periods  
Introduced chess to twenty 4<sup>th</sup> grade students with a team from the VHS chess club
- **McKean High School** – Wilmington, DE  
*Physical Science teacher* Dec 2003 – June 2007  
Attended 3 – Delaware Science Coalition 6 hour courses  
Helped establish the “Academy” system – Freshman Academy
- **Bloomfield High School** – Bloomfield, NJ  
*Physical Science teacher* Sept 2002 – June 2003  
Followed curriculum for high school/ NJ Core Content Standards

## ADDITIONAL EXPERIENCE:

- **The Hagley Museum - Invention Convention**  
*Volunteer Presenter - “Fun with Physics”* MLK Day 2007-2014  
Present physics demonstrations to over 500 people: all ages

## OFFER OF EMPLOYMENT – 2016/2017 SCHOOL YEAR

INSERT SCHOOL LOGO HERE

INSERT DATE LETTER IS CREATED

CANDIDATE'S NAME

CANDIDATES ADDRESS

CANDIDATE'S ADDRESS

Dear CANDIDATE'S NAME,

On behalf of The Delaware STEM Academy (here in referred to as the School), I am pleased to extend to you this Offer of Employment as ENTER OFFICIAL JOB TITLE, for the 2016 – 2017 school year, effective on ENTER THE ACTUAL FIRST DAY TO BE WORKED. Please note that this is an at-will offer of employment, pursuant to the terms presented below.

- **Scope of Work.** You will be employed as a 10 month, full time employee. As part of the school, you agree to perform at a professional level of competence the services, duties and responsibilities as assigned by the administration. You will also be required to comply with all federal and state laws and rules, regulations, directives and policies which are in effect now or are later enacted by the State Board of Education, the Department of Education, or the Board of Directors of the School.
- **School Year.** The school year shall commence on September 6, 2017 and follow the academic and professional development calendar outlined by the School for the 2016-2017 school year.
  - June 21<sup>st</sup> and 22<sup>nd</sup> on the school site
  - July 11-15, 2016: New Tech Training, Florida
  - August 15-19, 2016- Project Prep with the students at the school
  - August 22-September 6, 2016: Professional Development Days

Please be advised that you may be required to attend meetings/conferences held outside of Delaware. All travel related costs will be borne by the school. Customary and normal travel expenses (such as meals, incidentals, etc.) will be reimbursed by the school, and must be presented with appropriate support documentation (e.g. receipts.)

- **Pay.** You will receive an annual salary of \$XX,XXX based on X years of experience, and a X degree level. You will also receive a stipend on \$800 for your work during Project Prep. Your salary will be paid on a bi-weekly basis (on either 22 or 26 pays) in accordance with the State of Delaware pay schedule, and shall be subject to a pro-rated adjustment for the number of work days (202 days in this school year) you do not complete during the annual school year due to resignation, termination, or absence when there is no accumulated leave to cover such absence, as set forth in the School's Handbook.

Please be advised that the first bi-weekly pay you will receive will occur on September 16, 2016, while your last pay for this offer of employment period will be issued on July 7, 2017 (should you

chose a 22 pay schedule) or on September 1, 2017 (should you choose a 26 pay schedule). Any termination of employment, or non-renewal of an annual offer of employment, will be paid out to you, on the first pay date after your last day of employment.

- **Benefits/Vacation/Sick Days.** You will receive a suite of benefits based on the benefit structure established by the state of Delaware. Health benefits will be available to you after a full 3 calendar months after the effective date of hire, as defined above. You will earn 1 day per month, accruing 10 days throughout the year. Of these days three may be used for personal days.
- **Certification.** This offer is contingent upon your securing and continuing to hold a valid Delaware Teaching certificate issued by the Professional Standards Board in the following areas for which you are being hired:
  - DE certification-Secondary Education (Grades 9-12) In Areas Being hired to teach
  - Proof of years' experience
  - Proof of degrees
  - Transcripts

It is also your responsibility to provide the required documentation supporting your years of experience, and transcripts for each degree level you have attained. Failure to do so will result in a reduction in salary or possible termination.

- **Criminal Background Check.** Your employment at the School is subject to the successful completion of Criminal Background Check and Sexual Abuse Registry verification, as required by Delaware State Code. Please have the results issued to the School. You are responsible to procure the above reports before your first day of employment, September 6<sup>th</sup>, at the School. If you refuse to provide the required information this Agreement shall be immediately terminated by the School, without prior written notice by the School.
- **Reporting relationships:** You will report to the School Leader, Laura Jennice
- **Employment at Will.** The School is an at-will Employer. This means that regardless of any provision in this agreement, either you or the School may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in your handbook or in any document or statement, written or oral, shall limit the right to terminate employment at will.
- **Contingency:** Please note that this offer of employment is conditional, pending approval by the School Board, if the School (1) receives negative information from personal or employment references, (2) discovers falsifications of any document, (3) receives information that you have not successfully passed the federal and state background check screening, (4) makes organizational changes, (5) discovers that you have not signed and returned this offer letter by the date specified, (6) discovers that you have misrepresented your skills, ability, experience, aptitude, etc., during any part of the pre-employment process, (7) is not provided with satisfactory documentation to indicate your eligibility for employment on form I-9, or (8) discovers you have not obtained a valid Delaware Teaching certificate.
- **Acceptance:** To accept this offer, please (1) sign and date this original offer letter, (2) sign and ate any appropriate documents included with this offer letter, and (3) return the signed offer



letter and all other documents that require signatures to our administrative office: **ENTER ADDRESS HERE**, on or before **ENTER DUE DATE HERE**. If I do not receive this signed material from you on or before **ENTER DUE DATE HERE**, or you fail to start employment on **ENTER START DATE HERE**, this offer of employment is rescinded, as I'll assume that you are not interested in the position.

I am thrilled that you will be joining The Delaware STEM Academy team, and look forward to an exciting year as we establish, and build a successful educational program that will touch our **XXX** students attending the school this year.

Sincerely,

Laura Jennice  
Principal/Chief Academic Officer  
Delaware STEM Academy

Accepted: \_\_\_\_\_  
**INSERT CANDIDATE'S NAME**

Date: \_\_\_\_\_

## JE - MATH CANDIDATE

### OBJECTIVE

Seek full-time position as teacher of mathematics (7-12).

### EDUCATION

Bachelor of Science, University of Delaware, Newark, Delaware  
Major: Mathematics Education  
GPA: 3.702

May 2016

### CERTIFICATION

Eligible for certification upon graduation.  
Have successfully passed Praxis I and II (#5161: Score: 187)

### TEACHING EXPERIENCE

#### Student Teacher

*Christiana High School, Christina School District, Newark, DE* Spring 2016

- Teaching integrated mathematics, precalculus, statistics and calculus to students ranging from grades 10 to 12.
- Assessments included tests/quizzes, presentations, and written papers about concepts applications
- Utilized a smart board, ti-84 calculators, and an Elmo in lessons

#### Teaching Observations

*McKean High School, Red Clay Consolidated School District, Wilmington, DE* Spring 2015

- Observed and helped students with class work in two Integrated Math 4 classes and an Academic Support class where students came to get extra assistance with their mathematics work in other classes.

*Gauger Cobbs Middle School, Christina School District, Newark, DE* Spring 2014

- Observed and reflected on instructional strategies of teachers in mathematics classrooms, grades 6-8.
- Provided classroom assistance to instructors, such as providing one on one help to students.

### ADDITIONAL EXPERIENCE

*Delaware Technical Community College, Newark, DE* Summers 2013-2015

#### Camp Counselor

- Created STEM related activities for campers and helping instructors carry out their activities; campers ranged in age from 5 to 16.

*Project Smart/University of Delaware, Newark, DE* Summer 2012

#### Intern

- Provided assistance to a kindergarten age class by helping prepare lessons, setting up various activities, and leading math lessons for students.

### AFFILIATIONS/MEMBERSHIPS

National Council of Teacher of Mathematics  
Math Club

2015-present  
2012-present

### HONORS/AWARDS

Dean's List (Fall 2012-present)  
Student of Distinction (November 2013, October 2014, October 2015)  
Carl J. Rees Scholarship (May 2014, May 2015)

Hello!



# Social Studies/Special Education TEACHER

## My Education

**AUGUST 2001**  
**MAY 2005** **BACHELOR OF THE ARTS: ECONOMICS**  
**UNIVERSITY OF DELAWARE**  
Minor: History

Study Abroad: Caen, France.

**NOVEMBER 2006**  
**JUNE 2008** **MASTERS OF SECONDARY EDUCATION**  
**WILMINGTON UNIVERSITY - GPA: 3.60**

Student Teaching Experience: Christiana High School – American Government

## My Work Experience

### **SOCIAL STUDIES TEACHER / BAYARD MIDDLE SCHOOL** **AUGUST 2015 – JUNE 2016**

At Bayard Middle School Ms. Huckleberry was a 6<sup>th</sup> grade Social Studies Teacher. Bayard is an inner city middle school located in Wilmington, Delaware. The majority of the students that attend Bayard are low income. 100% of the school population receives free breakfast and lunch.

- Developed a Social Studies Curriculum for the 6<sup>th</sup> grade aimed at decreasing the gap between Bayard 6<sup>th</sup> graders and average Delaware 6<sup>th</sup> grader while at the same time differentiating for special education students, English language learners, and students needing emotional support.

### **Social Studies Teacher / Glasgow High School** **OCTOBER 2010 – AUGUST 2015**

Glasgow High School is located in Bear, DE. Glasgow teaches students from the local neighborhoods and many students from Wilmington. Glasgow's student background is diverse and multi-cultural. The low-income rate at the school is high, more than 80% of the student qualify for free or reduced price lunch.

- Special Education Experience: Case-Manager, Inclusion, Co-Teacher, LRE, C-setting, and operated the resource room.
- Experience Teaching grades 9-12: Civics, Geography, Economics, Personal Finance, U.S History, World History, AP World History, Human Behavior, and Odyssey of the Mind

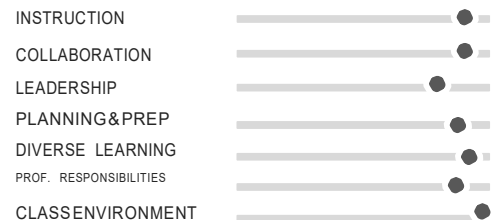
## PROFESSIONAL PROFILE

XXX specializes in teaching students with diverse needs. She uses multiple modalities to find the best fit for each individual. She believes every student can learn and it is the duty of the teacher working in cooperation with colleagues, administration, parents, and the community to motivate students to learn.

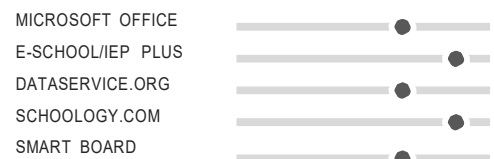
## PERSONAL SKILLS



## PROFESSIONAL SKILLS



## TECHNICAL



## My Work Experience

### Long Term Substitute

OCTOBER 2009 – OCTOBER 2010

After completing a Masters in Secondary Education Sarah Huckleberry spent a year as a highly in demand long term substitute. During that year she successfully completed 4 different postings. As soon as one job was completed another was offered and accepted. 3 of the 4 jobs were at Glasgow High culminating with an offer of permanent employment.

- Stanton Middle School Art Teacher 6<sup>th</sup>-8<sup>th</sup>
- Glasgow High School: C-Setting Social Studies Teacher
- Glasgow High School: Economics
- Glasgow High School: Integrated Math I & II

## Accomplishments

### 9<sup>th</sup> Grade Class Advisor

- Organized Elections and Voting for 9th grade officers
- Completed 2 successful fundraisers

### 10<sup>th</sup> Grade Class Advisor

- Successfully wrote a grant to help fund After-Prom
- Completed 2 successful fundraisers

### 11<sup>th</sup> Grade Class Advisor

- Completed numerous successful fundraisers
- Planned, organized, and manages a successful Prom
- Ended the year with a surplus of funds to help the class's senior year.

### 12<sup>th</sup> Grade Class Advisor

- Planned and arranged all logistics for Senior Class Trip, Senior Picnic, Senior Awards, and Senior Apparel

### High School Case Manager

- Managed and followed a cohort of 10-15 students as they progressed through grades 9-12.
- Wrote IEPs, completed progress monitoring, and attended multiple meetings for each student to communicate with families about their progress.

## My References

## INTERESTS & HOBBIES



## AWARDS & ACHIEVEMENTS

### Certified AP Teacher of World History

Wrote an AP approved course curriculum for World History

- **Odyssey of the Mind Coordinator**

Sarah Huckleberry was the coordinator and coach of five teams of students from Glasgow High School. All students were first time participants, a noteworthy achievement.

- **Elected as Elder of Church and as a member of Session 2016.**

Youngest member of Session at First Presbyterian Church in Newark in over 20 years.

## COMMUNICATION

Email

Phone

Visit:

*ELA + TEACHER  
LEADER RESUME*

*Work Experience:*

El Centro de Estudiantes, Big Picture Philadelphia  
Advisor, Instructor, Senior Thesis Project Coordinator  
Philadelphia, PA

February 2013 -present

- Differentiated classroom instruction in English and Social Studies
- Curriculum Design Leader for English Department
- Manage student internships and work to learn opportunities
- Cultivate internship opportunities for students
- Collaborate with students and mentors to improve student job performance and project development/ management
- Create individual student centered learning plans
- Coordinate Senior Project work
- Plan and lead school-wide literacy initiatives

Rhodes Young Women's Leadership School, School District of Philadelphia  
T<sup>h</sup>, 8<sup>th</sup> and 9<sup>th</sup> Grade Language Arts Teacher  
Philadelphia, PA

September 2011 -June 2012

- Classroom instruction
- Lesson Planning
- Reading interventions: Corrective Reading and Achieve 3000
- Parent and family communication/ outreach

Kensington CAPA High School, School District of Philadelphia  
9<sup>th</sup> and 10<sup>th</sup> Grade Language Arts Teacher  
Philadelphia, PA

September 2009- June 2011

- Classroom instruction: General and Special Education
- Reading interventions: Read 180

Barbizon Midwest  
Director of Public Relations  
Schaumburg, Illinois  
June 2007- June 2009

- Generate leads for Barbizon sales team (22+ sales team members, 10 state territory)

- Develop and manage Barbizon's Motivational Lecture Program for middle and high schools throughout the Midwest.
- Manage speakers and market events to schools, work closely with teachers, principals and school administration to coordinate events.
- Manage staff in excess of 10

**Richard J. Daley Community College Adjunct**

Instructor: English Composition Chicago, IL

August 2005- August 2006

- Classroom teaching, prep, lesson planning
- Maintain office hours for student conferences and tutoring
- Prepare students to pass school wide exit exam

**University of Pittsburgh**

TAI Adjunct Instructor: English Composition

Pittsburgh, PA

August 2002 -May 2004

***Education:***

PA Teaching Certification: Chestnut Hill College 2014 GPA: 3.95 MFA:

Creative Writing Poetry, University of Pittsburgh 2003

BA: English and Art History, University of Pittsburgh 2001: Magna Cum Laude GPA:  
3.68

***Volunteer Work:***

Animal Care and Control Team of Philadelphia, May 2012 -present

- Assist with community outreach, shelter publicity and adoption events to increase the number of live exits for dogs and cats from the shelter