

CAREER SUMMARY

A seasoned communicator, instructor, group facilitator, and grant manager, I have provided exceptional public and private services to employers and students for three decades. My expertise is in administrative management, educational sales, stewardship of resources, professional and workforce development.

PROFESSIONAL EXPERIENCE

Mercyhurst University

Director of Educational Field Placements (January 2024 – present)

- PDE certification officer
- Placing candidates in diverse field experiences across all Education Programs

Programs

- Conduct pre-clearance processes
- Serve as point of contact for LEAs
- Conduct pre-placement meetings and orientations
- Coordinate distance placements
- Train cooperating teachers and collect feedback
- Monitor and manage affiliation agreements with LEAs
- Provide support for struggling candidates and coordinate remediation
- Administer the comprehensive student teaching program
- Instructor EDUC 202 Math Methods
- Blackboard learning management system

Instructor; Commonwealth University Lock Haven Campus (August 2023 – pres.)

- Adult Education CDA courses
- ECED 105 Becoming a Teacher Leader
- ECED 115 Child Development and Brain Building Science
- ECED 205 Positive Behavior Support for Young Children
- Brightspace D2L learning management system

Pennsylvania Western University Edinboro campus

NW PASSHE PDO Regional Grant/Field Coordinator (June 2020 – Dec. 2023)

- Manage the NW (18 counties) Early Childhood Education

Professional Development Organization Grant 2022-2023 \$1,585,102 budget

- Provide support in all strategic initiatives that impact the program
- Coordinate the preparation of comprehensive reports for OCDEL
- Establish and manage predictive analytics of the grant budget
- Manage grant participants and provide support
- Compile grant-wide budget requests into a single matrix of allocations and expenditures

• Serve as liaison with 4 HUB PASSHE institution program coordinators

- Coordinate operational meetings with grant stakeholders

PROFESSIONAL QUALIFICATIONS

EdD Early Childhood Policy & Leadership

Carlow University

Completion date 8/26/27

Master of Education

Edinboro University

Summa Cum Laude

BS, Elementary Education

Penn State University

Academic Concentration:

Mathematics

Certification

Administrative: Principal K-12

Middle School Mathematics

Elementary K - 6

AREAS OF EXPERTISE

Project Management

Administrative Management

Educational Sales

Stewardship of Resources; People & Budget

Grant Acquisition, Drawdown, Compliance, Reporting

Workforce Development

Professional Development

Economic Opportunity

Stakeholder Engagement

Organizational Strategic Plans

Special Events Planning

Commitment to Personal, Professional, and Community Quality

Instructor; PennWest University Edinboro Campus (June 2020-May 2023)

- Adult Education CDA courses; Continuing Education Department
- CBCE ECED 151 Child Development
- CBCE ECED 202 Planning, Designing and Managing the Early Childhood Learning Environment
- CBCE ECED 283 Early Childhood Observing, Documenting, and Assessing
- Brightspace D2L learning management system

Teacher; Erie Public Schools: Central Career & Technical School, East High School, McKinley School (August 2013 – August 2019)

- Follow Pennsylvania Department of Education Academic Standards
- Use data to differentiate instruction
- Employ a variety of teaching techniques
- Student Assistance Program (SAP) Team Member
- National Honor Society Advisor
- Credit Recovery Math Instructor

Instructor; Gannon University (August 2013 – December 2018)

- Teach ECED 204/205 Concept/Methods of Instruction Mathematics I and II
- Blackboard learning management system

Principal; Blessed Sacrament School: Diocese of Erie (July 2002 – June 2013)

- Middle States Association for Colleges and Schools
- Supervise 28 teachers
- Enforce diocesan and school policy
- Write grants and petition for E-rate
- Coordinate school development
- Handle disciplinary concerns
- Organize and interpret Stanford Achievement Test for grades 3 – 8
- Olweus Bullying Prevention program coordinator

Teacher; Villa Maria Elementary, Cathedral Center, Waterford Elementary (August 1994 – June 2002)

- Follow Pennsylvania Department of Education Academic Standards
- Use data to differentiate instruction
- Employ a variety of teaching techniques
- Read Across America coordinator
- Stock Market coordinator
- Challenge 24 coordinator
- PTA teacher representative

REFERENCES

References are available on request.