

Emily R. Bielejec

Syracuse, NY
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EDUCATION

State University of New York at Oswego, Oswego, NY <i>Certificate of Advanced Study, Educational Leadership</i>	2020
State University of New York at Oswego, Oswego, NY <i>Master of Arts in Teaching, Adolescent Education 7-12/Students with Disabilities and Biology</i>	2015
State University of New York College of Environmental Science and Forestry, Syracuse, NY <i>Bachelor of Science, Natural History and Interpretation</i>	2014

CERTIFICATION

New York State School District Leader Emergency COVID-19 Certification	2020
New York State School Building Leader Emergency COVID-19 Certification	2020
New York State Students with Disabilities, Generalist 7-12, Professional	2019
New York State Biology 7-12, Professional	2019

LEADERSHIP & PROFESSIONAL EXPERIENCE

Middle/High Administrative Intern <i>Special Education Extended School Year Program, Syracuse, NY</i> <ul style="list-style-type: none">• Collaborate and work with team of 3 to lead K-12 Extended School Year Program• Hire Staff (38 Teachers, 100 Teaching Assistants)• Organize Teaching Assignments based on Experience• Build Class Rosters based on Programming• Coordinate daily transportation K-12	Present
Special Education Teacher <i>Public Service Leadership Academy at Fowler High School, Syracuse, NY</i> <ul style="list-style-type: none">• Teach within 12:1:1 ED, 12:1:1 Graded, 12:1:1 Ungraded, 15:1 PC (Living Environment, Environmental Science, Zoology), Consultant Teacher (ELA, Math, Social Studies, Science)• Assist students in obtaining Career Development and Occupational Studies credential• Develop Parent Approval Graduation Letter for students with disabilities• Coordinate SkillsUSA preparation and testing for students with disabilities• Interview potential student candidates for academy enrollment• Provide an intensive six week Living Environment Regents Course during summer school• Implement a six week personalized learning classroom environment for students with disabilities during summer school• Co-teach and scaffold instruction to provide equity and excellence for students of all ability levels• Develop, implement and monitor behavior, positive and academic intervention plans• Develop and maintain a supportive learning environment• Develop individualized education plans for students based on data from assessments• Maintained quarterly progress and annual reports	2015 - Present
Special Education Department Chair <i>Public Service Leadership Academy at Fowler High School, Syracuse, NY</i> <ul style="list-style-type: none">• Advocate on behalf of special education department to administration• Develop and maintain a supportive working environment• Coordinate daily transportation for students with disabilities• Assist with scheduling and chairing Committee on Special Education Meetings• Understand district transition programs and graduation requirements for students with disabilities	2020-Present
Administrative Intern <i>Public Service Leadership Academy at Fowler High School, Syracuse, NY</i> <ul style="list-style-type: none">• Coordinate daily transportation for students with disabilities• Re-create 2019-2020 Master Schedule for students with disabilities• Analyze and create of 2020-2021 Master Schedule	2019-2020



- Oversee Local Manifestation Determination Reviews
- Advise Administrative Team on graduation options for students with disabilities
- Organize PSAT/SAT and Regents Testing for all students
- Assist with scheduling and chairing Committee on Special Education Meetings
- Understand district transition programs and graduation requirements for students with disabilities

Elementary Administrative Intern

Summer 2019

Special Education Extended School Year Program, Syracuse, NY

- Collaborate and work with team of 3 to lead K-12 Building
- Hired Staff (25 Teachers, 150 Teaching Assistants)
- Coordinate daily transportation K-12
- Complete Observation Cycles for K-5 Teaching Staff

RELATED EXPERIENCE

School Leadership Team

Present

Syracuse City School District, Syracuse, NY

Labor Management Team

Present

Syracuse City School District, Syracuse, NY

Syracuse Aspiring Leaders Academy

2018 - 2019

Syracuse City School District, Syracuse, NY

Teacher Leader: Teen Institute

2016 - Present

Public Service Leadership Academy, Syracuse, NY

REFERENCES

Dan Killenbec

Vice Principal

Public Service Leadership Academy

227 Magnolia Street

Syracuse, NY 13204

315-435-4376

Sue Sturgeon

Transition Counselor

Public Service Leadership Academy

227 Magnolia Street

Syracuse, NY 13204

315-435-4376

Victor Ciciarelli

Vice Principal

H.W. Smith PK-8,

1130 Salt Springs Road

Syracuse, NY 13224

315-435-4490

