

# Emily R. Bielejec

Syracuse, NY  
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## EDUCATION

**State University of New York at Oswego, Oswego, NY**  
*Certificate of Advanced Study, Educational Leadership*

**August 2020**

**State University of New York at Oswego, Oswego, NY**  
*Master of Arts in Teaching, Adolescent Education 7-12/Students with Disabilities and Biology*

**2015**

**State University of New York College of Environmental Science and Forestry, Syracuse, NY**  
*Bachelor of Science, Natural History and Interpretation*

**2014**

## CERTIFICATIONS

**New York State School District Leader Emergency COVID-19 Certification**

**Summer 2020**

**New York State School Building Leader Emergency COVID-19 Certification**

**Summer 2020**

**New York State School Building Leader Certificate of Internship**

**2019**

**New York State Students with Disabilities, Generalist 7-12, Professional**

**2019**

**New York State Biology 7-12, Professional**

**2019**

## LEADERSHIP & PROFESSIONAL EXPERIENCE

### **Administrative Intern**

**2019-2020**

*Public Service Leadership Academy at Fowler High School, Syracuse, NY*

- Coordinate daily transportation for students with disabilities
- Re-create 2019-2020 Master Schedule for students with disabilities
- Analysis and creation of 2020-2021 Master Schedule
- 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
- Strong working knowledge of district transition programs and graduation requirements for students with disabilities

### **Administrative Intern**

**Summer 2019**

*Special Education Summer School, 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
- Completed Observation Cycles for K-5 Teaching Staff

### **Special Education Teacher**

**2015 - Present**

*Public Service Leadership Academy at Fowler High School, Syracuse, NY*

- 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
- Accountable for quarterly progress and annual reports

## **RELATED EXPERIENCE**

**Syracuse Aspiring Leaders Academy**  
*Syracuse City School District, Syracuse, NY*

**2018 - 2019**

**Teacher Leader: Teen Institute**  
*Public Service Leadership Academy, Syracuse, NY*

**2016 - Present**

## **REFERENCES**

**Dan Killenbec**  
*Administrative Intern*  
*Public Service Leadership Academy*  
*227 Magnolia Street*  
*Syracuse, NY 13204*  
*315-435-4376*

**2015 – Present**

**Sue Sturgeon**  
*Transition Counselor*  
*Public Service Leadership Academy*  
*227 Magnolia Street*  
*Syracuse, NY 13204*  
*315-435-4376*

**2016 - Present**

**Victor Ciciarelli**  
*Assistant Principal*  
*H.W. Smith PK-8,*  
*1130 Salt Springs Road*  
*Syracuse, NY 13224*  
*315-435-4490*

**2017-2019**