

Susan K. Botzko

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EXPERIENCE

City of Cambridge Afterschool Program: Cambridge, MA

Program Director/Head Teacher

September 2008-June 2015

- Responsible for running the 2nd-5th grade afterschool program at the Morse Elementary School and working in the classroom everyday with students and staff.
- Worked with a population of students and families that represent a wide variety of countries and range of socioeconomic statuses. Familiar with many different families' cultures and how those shape their parenting styles.
- Developed classroom curricula including planning lessons for ongoing project based learning and field trips for school vacation weeks.
- Provided academic support for students, conducting classroom observations, and meetings with learning specialists to develop homework plans for IEP students. Served as a liaison between school -day teachers and parents.
- Worked with children who have special needs and or behavioral issues; worked with inclusion specialists to design individualized behavior plans and provide support for students.
- Ensured that the program site met Early Education and Care (EEC) requirements for licensing inspections.
- Supervised staff, conducted staff and supervision meetings. Ensured the staff worked to meet the department's guidelines for quality programming, participation in department required Quality Rating Improvement System (QRIS).
- Participated in ongoing professional development.

Center for Youth - Hands on Hartford: Hartford, CT

August 2007-March 2008

- Taught children from Hartford's poorest neighborhoods, in both Spanish and English, in the 2nd grade afterschool class at the Betances Elementary school. Core responsibilities included preparing lesson plans that met Board of Education guidelines.
- Worked with team members to provide special events at the center and culturally relative fieldtrips.
- Worked as a team with other staff members and certified specialists for training on childhood behavioral problems, learning differences and cultural differences.
- Assisted children with homework.

Arts Education International: Boulder, CO

March 2006- July 2010

Program Coordinator

- Non-Profit Organization geared towards bringing the arts and education to orphanages in other countries through workshops with local and U.S. artists. Sites currently include Ghana, Sierra Leone, and Trinidad and Tobago.
- Served as a liaison between U.S and local artists and educators for program sites in Trinidad and Tobago.

Founder, Artistic Expressions : Hartford, CT

September 2004- May 2007

Charter Oak Cultural Center, Hartford, CT

- Created and implemented a new after-school art program for elementary and middle school age children. Recruited students from the Betances Elementary School and Hartford's Center for Youth.
- Taught (or supervised) all class sessions.
- Researched and wrote numerous grants to secure funding for Artistic Expressions.
- Managed program budget including purchase of art supplies and classroom materials.
- Established an affiliation with Trinity College's Urban Engagement Curriculum, allowing students to receive academic credit for internships undertaken with Artistic Expressions.

Intern

- Researched the 920 Broad Park Detention Center and the operation of the juvenile justice system and the treatment of status offenders. Research included internal and external sources.
- Researched information about current and past Connecticut legislation working in conjunction with the Youth Rights Media Group from New Haven Connecticut, *Mi Casa*, *DCF*, *Trinity Center for Neighborhoods*.
- Designed and filmed a documentary project about the detention centers.

Broad Park Development: Hartford, CT

March 2005-May 2005

Trinity College Intern

- Organized quality- of- life meetings between city residents and community organizations.
- Conducted door- to- door surveys with Broad Park residents about community concerns.
- Project involved extensive Spanish-English translation (both written and verbal).
- Distributed information for community conversations in various tenant housing locations.

ACTIVITIES

Community Learning Initiative Focus Group: Hartford, CT

March 2005- May 2005

Committee Member

Worked with students active in Community service and urban initiatives from Trinity College as well as professors in brainstorming ideas for classes focused on urban engagement, community learning, internship projects and working to get more students involved in the greater Hartford area. Spoke annually as a panelist for Trinity's Urban Engagement Conference.

Tutorial College: Hartford, CT

September 2004-May 2005

Honor Council

- Elected member of the Tutorial Honor Council. Responsibilities include Resident Assistant duties such as conducting Health and Safety Inspections and scheduled fire drills. Advised disciplinary action for Tutorial residents with school violations in conjunction with the Trinity College Office of Residential Life (ORL).

Semester Abroad in Trinidad and Tobago

December 2006-June

2007

Intern

- Studied Sociology for degree credit at the University of West Indies, specifically doing ethnographic research around steel panyards.

Internship with the professional dance company Malick Folk Performers, did live performances at Carnival, Dimanche Gras, and other shows.

EDUCATION

BA in Sociology, Trinity College, Hartford, CT

AWARDS

Samuel S. Fishzohn Award for Civil Rights and Civil Liberties, given in recognition of a student chosen who has exhibited initiative and creativity in community service related to important social issues, and dedication in civil rights, civil liberties or race relations. Trinity College Honor's Day Academic Award, May 2007.

Higher Education Community Service Award, a statewide award from the Connecticut Commission on Community Service and the Office of Higher Education and the Deputy Commissioner of Higher Education for the development of Artistic Expressions at the Charter Oak Cultural Center. April 2007.

SKILLS

Early Childhood Education: Familiar with MCAS Testing Preparation and Certified in TERC Method, and Cambridge Public Learning strands and Core Knowledge.

Language: Proficient in reading, speaking, and writing Spanish.

Computers: Proficient with Microsoft Word, Excel, PowerPoint, Wiki Works.
Excellent interpersonal communication skills.