

MADELINE JOBCZYNSKI

3036 Harvard Road • Erie, Pennsylvania 16508 • (814) 504-9994 • mjobczynski@gmail.com

OBJECTIVE

Seeking a position helping secondary students achieve excellence in the classroom and prepare for future success.

CERTIFICATION

Instructional I: English 7-12 (3230), Pennsylvania

June 2016 – June 2022

EDUCATION

Indiana University of Pennsylvania (IUP), Indiana, Pennsylvania

- Master of Arts in Teaching English (M.A.T.E.), GPA: 4.0/4.0
- Bachelor of Arts in English; Minors in Women's Studies and History, GPA: 3.89/4.0

August 2014 – May 2016

August 2010 – May 2014

FIELD EXPERIENCE

Fort LeBoeuf High School, Waterford, Pennsylvania

November 2016 – April 2017

Long-Term Substitute Teacher (Regular & Honors American Literature, British Literature, AP Literature/Composition, SAT Prep)

- Designed daily lesson plans, monthly unit plans, and classroom materials (including tests, quizzes, handouts, bulletin boards, and worksheets/packets) for effective standards-based instruction.
- Led and monitored small and large group instruction to meet the needs of diverse learners.
- Utilized appropriate disciplinary measures to effectively manage classroom.
- Graded projects/papers and wrote progress reports in a timely manner.
- Worked closely with Learning Support personnel to ensure all IEP, GIEP, and 504 accommodations were met.
- Communicated frequently with both staff and parents about individual student performance.
- Tutored five students on an individual basis in preparation for Keystone retake exams.

Erie's Public Schools/Kelly Educational Staffing, Erie, Pennsylvania

August 2016 – November 2016

Day-to-Day Substitute Teacher

- Demonstrated a high degree of adaptability by accepting both daily and short-term substitution assignments in multiple districts and a variety of classroom settings.
- Performed the duties and responsibilities of the regular classroom teacher (including teaching lessons, supervising tests, monitoring student behavior, and utilizing appropriate disciplinary measures).
- Communicated frequently with administration, faculty, and staff to ensure all duties were performed promptly and accurately.

Marion Center Area JR/SR High School, Marion Center, Pennsylvania

January 2016 – May 2016

Student Teacher (British Literature, Keystone Literature, 9th Grade English)

- Adopted and performed the professional duties of a high school English teacher for one full semester, earning an A as well as the distinction of "exceeds expectations" at the end of the semester.
- Designed lessons and materials for effective small and large group instruction, while adhering to curriculum requirements and PA standards.
- Graded projects/papers and wrote progress reports in a timely manner.
- Worked closely with Learning Support personnel to ensure all IEP accommodations were met.

Indiana Area Junior High School, Indiana, Pennsylvania

August 2015 – December 2015

Pre-Student Teaching Intern (7th Grade English)

- Observed five English classes for a total of 120 hours.
- Taught reading, writing, and grammar lessons under the supervision of a cooperating teacher.
- Conducted research and a pilot study exploring the effects of peer tutoring on student motivation, effectively supporting my claim that peer tutoring increases student confidence when writing.

RELATED WORK EXPERIENCE
IUP Office of Advising and Testing, Indiana, Pennsylvania**August 2014 – December 2015***Test Proctor*

- Proctored class-assigned tests for undergraduate and graduate students needing accommodations.
- Ensured all students received the accommodations entitled to them by doctors, the Americans with Disabilities Act, and Section 504 of the 1973 Rehabilitation Act.
- Enabled student success by providing them with access to environments that were most conducive to testing.

IUP Freshman Orientation, Office of Advising and Testing, Indiana, Pennsylvania**May 2013 – July 2015***Peer Advisor*

- Counseled high school graduates in their transition to college through New Student Orientation.
- Advised students in class selection and registration as well as major and career exploration.
- Proctored placement tests and Focus II tests, leading over 1,000 students toward a possible career path.
- Served as a Compass Technician/Supervisor for placement testing, managing fifteen peer advisors and their students.
- Led workshops on diversity and student success in college.
- Worked with students and parents to answer questions and discuss any concerns pertaining to Orientation and university admission through one-on-one meetings and phone calls.
- Interviewed potential candidates for placement into future peer advising positions.

IUP English Department, Indiana, Pennsylvania**August 2014 – December 2014***Graduate Assistant*

- Graded tests for an entry-level undergraduate English composition course.
- Updated/maintained M.A.T.E. bulletin board.
- Organized/maintained M.A.T.E. library.

IUP Writing Center, Indiana, Pennsylvania**January 2013 – October 2013***Tutor*

- Helped over fifty undergraduate and five graduate students become stronger and more self-sufficient writers.
- Helped improve the speech and writing abilities of eight English Language Learners.
- Led workshops in Proofreading, Peer Review, and Google Scholar to meet the needs of English professors.

PUBLICATIONS & WORKS PRESENTED
IUP EGO Annual Conference, Indiana, Pennsylvania**February 2016***"X/X, X/Y, X/? : The Misrepresentation of Gendered Identities in Realistic Versus Fantastic YA Literature"***PAC-TE Annual Conference**, Harrisburg, Pennsylvania**October 2015***"Lowering the High School Dropout Rate: Why Peer Tutoring Works"***Black and Grey Magazine**, Los Angeles, California**September 2014***"An Interview with a Synesthete"*

REFERENCES ATTACHED

MADLINE JOBCZYNSKI

3036 Harvard Road • Erie, Pennsylvania 16508 • (814) 504-9994 • mjobczynski@gmail.com

PROFESSIONAL REFERENCES

Mr. Martin Rimpa

Principal of Fort LeBoeuf High School

Fort LeBoeuf School District

Phone: (814) 796-2626

E-mail: rimpam@fortleboeuf.net

Dr. Linda Norris

Director of M.A.T.E. Program; Student Teaching Supervisor; English Professor

Indiana University of Pennsylvania

Phone: (724) 316-8834

E-mail: lnorris@iup.edu

Mrs. Rosie Petrillo

Secondary English Teacher; Student Teaching Cooperating Teacher

Marion Center Area School District

Phone: (724) 388-3861

E-mail: rpetrillo@mcasd.net

Dr. Catherine Dugan

Director of Advising and Testing, Disability Support Services, and New Student Orientation; Peer Advising Supervisor

Indiana University of Pennsylvania

Phone: (724) 840-0218

E-mail: cmdugan@iup.edu