

**Mandy Cappella**  
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**PAREAP un-Acappella pw-Star27**

**EDUCATION:**

***Master of Education, Concentration in Special Education***

**Arcadia University**, Glenside, PA (May 2010)

4.0 GPA

Graduated with distinction

***Bachelor of Arts in Education, Major in Elementary Education***

**Arcadia University**, Glenside, PA (May 2009)

3.68 GPA

Graduated cum laude, with departmental honors

***Teaching Certifications***

- Pennsylvania Instructional I: Elementary Education (June, 2009)
- Pennsylvania Instructional I: Special Education (June, 2010)
- Pennsylvania Instructional I: Middle School Mathematics (August, 2011)

**Act 48:** Obligations fulfilled, new cycle will begin in 2016

**TEACHING EXPERIENCE:**

**Autism Support/Life Skills Teacher: Long-Term Substitute**

**Bucks County Intermediate Unit**

**Quakertown High School Freshman Center**

(2011-2012, 2012-2013, and 2013-2014 School Year)

- Created math and reading curriculum that incorporates functional life skills such as following recipes, reading circulars, and purchasing items in community-based settings
- Embedded opportunities for students to develop vocational skills within the classroom and school community including the library, cafeteria, and main office.
- Students completed projects for local organizations, including Grand View Hospital, the Haycock Historical Society, Aid for Friends, NOVA, and the Ronald McDonald House. Tasks included tri-folding, cutting, assembling mailings, creating favors for a Thanksgiving feast for people in need, assembling meals for people in need, collecting, laundering, and preparing clothing for a clothing drive, crushing cans for a charitable organization
- Organized a class bakery business which involved advertising, selling, and calculating costs
- Planned community-based instructional experiences with an emphasis on pre-teaching navigational skills such as using a store directory, how to interact with others, and applying them to practical settings
- Ongoing communication with parents, specialists, job coaches and therapists while designing individualized curriculum and behavior management programming
- Participated in professional development opportunities tailored to fit the needs of my students
- For one school year, Supported two inclusion students by making adaptations to the general education curricula, and providing support
- Facilitated an individualized Applied Behavior Analysis and Verbal Behavior program for a student, with the assistance of a behavior analyst and program and training specialist
- Supervised a high school student (who is interested in special education) while volunteering in the classroom
- Managed 4 instructional assistants, including one student who had a one-on-one

**Autism Support Teacher: Long-Term Substitute**

**Bucks County Intermediate Unit**

**Trumbauersville Elementary School (Quakertown Community School District)**

(May 2012-June 2012)

- Collaborate with general education teachers and instructional assistants
- Create lessons that mirror the general education curriculum and are tailored to meet individual needs
- Devised a social skills program with direct instructional and practical application practice

**Extended School Year Classroom Teacher**

**Bucks County Intermediate Unit**

**Summer, 2012 and 2014**

- Middle School Life Skills Class
- Created functional-based curriculum which encompassed IEP goals
- Development of functional math and reading skills
- Facilitated opportunities for the development of job, cooking, and independent living skills

**Substitute Prep. Time Teacher: Long-Term Substitute**

**Bucks County Intermediate Unit, Upper Bucks County Elementary and Secondary Classrooms**

**Autistic Support, ABA/VB/Autistic Support, CLM/Autistic Support, Life Skills/Autistic Support and MDS programs**  
(2010-2011 school year) (Sept.-Dec. of 2011 school year)

- Facilitated classrooms while regular classroom teacher had preparation time.
- Become familiar with student individualized education plans and behavior plans.
- Organized and executed a Thanksgiving Feast with a middle school class.
- Collaborated with classroom teachers while creating and executing developmentally-appropriate lessons and activities that address individual goals

**Substitute Teacher and Instructional Assistant**

**Bucks County Intermediate Unit #22, Doylestown, PA (2009-2010) (2011-2012)**

- Substituted during 2011-2012 school year during afternoons (part-time teaching position in morning)
- Designated substitute for student in a full-time work site environment
- Taught and assisted elementary, middle, and high school students in public schools across Bucks County in a variety of programs, including autistic support, life skills, multiple disabilities, and autistic support/ ABA classrooms
- Delivered instructional material based on Individualized Education Plan goals.
- Substituted in an autistic support/applied behavior analysis/verbal behavior classroom for 6 months (2009-2010)

**Graduate Culminating Practicum Experience, Autistic Support/Applied Behavior Analysis Classroom**

**Bucks County Intermediate Unit Classroom – Pfaff Elementary, Quakertown Community School District, Quakertown, PA (Spring, 2010)**

- Delivered individualized instructional material to kindergarten and first grade students.
- Supported kindergarten and first grade students on an individual basis, in self-contained and inclusive environments.
- Implemented student behavior plans, followed a sensory diet, and collected data based on student behavioral goals.
- Attended a sign language staff development training, in order to ease communication with a student who uses sign language.

**Undergraduate Student Teacher, 3rd Grade - Doyle Elementary, Central Bucks School District, Doylestown, PA (Spring 2009)**

- Created and taught differentiated academic lessons used in inclusive settings, correlating to Pennsylvania standards.
- Developed a unit on Ancient Egypt, which addressed school district standards, using primary sources.
- Designed lessons to correlate with new science curriculum.
- Employed effective classroom management strategies.
- Participated in Instructional Support Team meetings.
- Provided individual and group assistance to learning support students in an inclusive classroom.

**Undergraduate and Graduate Fieldwork Experiences (Kindergarten-12th grade)**

Public and Private Schools in Bucks, Montgomery and Philadelphia Counties (2005-2010)

- Collaborated with cooperative teacher and planned and executed lessons.
- Organized and implemented a 6-week science unit at an after-school program for students in grades 4-8, which involved collaboration and team-teaching.
- Facilitated and executed a 6-week poetry enrichment program for academically talented 4th–6th graders.
- Designed and implemented a Functional Behavior Assessment, Applied Behavior Analysis and a Positive Behavior Support plan.
- Represented data visually and collaborated with classroom teacher to identify patterns in student behavior.

**RELATED EXPERIENCE:**

**Bucks County Intermediate Unit, Upper County Workboxes Q&A Session**

- Hosted a session about creating workboxes for other life skills teachers in my classroom
- Planned and facilitated a presentation about workbox and prevocational skills to be incorporated into the classroom
- Collaborated with teachers about other prevocational ideas
- Cataloged photos and descriptions of each task and shared with teachers

**Instructional Assistant and Personal Care Assistant, Extended School Year Program**

**Bucks County Intermediate Unit #22, Doylestown, PA (Summer, 2007-current)**

- Personal Care Assistant (2007 and 2008) Elementary School Student who had autism.
- Instructional Assistant (2009) Elementary School Life Skills Classroom
- One-on-One Instructional Assistant in an ABA Classroom (2010, 2013)
- One-on-One Instructional Assistant at a Job Site (2011)

#### **LEADERSHIP:**

***Bucks County Intermediate Unit, Teaching Induction Mentor*** (2013-2014)

Served as a mentor for a first year teacher, aided in designing programming, instruction, writing IEPs, and progress monitoring

**St. Paul's Lutheran Church Christian Education Curriculum Advisory Committee** (2013-current)

**St. Paul's Lutheran Church Grundy Home Thanksgiving Feast, Table Dressing and Turkey Favor Captain** (2013)

***Breakfast Bag Supervisor***

Greater Philadelphia Martin Luther King, Jr. Day of Service, St. Paul's Lutheran Church, Doylestown, PA (2010-2013)

***Arcadia University Education Club President, Arcadia University***, Glenside, PA (2006-2009)

#### **PROFESSIONAL AFFILIATIONS:**

***Kappa Delta Pi (International Honor Society in Education) Arcadia University***, Glenside, PA (2007-2010)

***Pennsylvania State Education Association*** (2005-current)

#### **VOLUNTEER SERVICE:**

***St. Paul's Lutheran Church***

Sunday School, Vacation Bible School, and Summer Sunday School Teacher (2004-current)

Sunday School Curriculum Advisory Committee (2013-current)

Altar Guild and Kantorei Choir (2013-current)

Aid for Friends, New Britain Food Pantry, and Stewardship Collections (2003-current)

**Quakertown Food Pantry** (2013-current)

- Assist with organization and distribution of food items
- Provide individualized assistance to clients based on their areas of need

***Quakertown Soccer Club, Special Needs Division, Soccer Coach*** (2010-2012)

- Collaborate with fellow-coaches and parents, in designing and implementing skill-building exercises.
- Assist children who have special needs to develop gross-motor, social, and collaboration skills, while learning how to play soccer.

#### **HONORS & AWARDS:**

***Graduate Dean's Distinguished Honor List, Arcadia University***, Glenside, PA (Fall, 2009)

- Achieved a Cumulative GPA of 4.0 - within top ten percent of graduate program.

***Who's Who Among Students in America's Colleges and Universities, Arcadia University***, Glenside, PA (Spring 2009)

- Nominated by Arcadia University as one of ten graduating seniors on the basis of academic excellence, campus involvement, leadership, community service, and sensitivity to multiculturalism.

***National Dean's List, Arcadia University***, Glenside, PA (2005-2006)

- Nominated by a faculty member based on academic performance, hard work, and dedication.

#### **PROFESSIONAL DEVELOPMENT:**

Bucks County Autism Coalition Autism Conference, Bucks County Autism Coalition, (2011, 2012, 2013, 2014)

Principals of Applied Behavior Analysis and Verbal Behavior, Bucks County IU #22 (2010-2011)/Renewed 2014

Executive Functioning, Bucks County IU #22, 2013

Education Benefit Review, Bucks County IU #22, (2013)

Teacher Effectiveness: The New Teacher Evaluation, Bucks County IU #22 (2013)

Indicator 13 Training and Certification, Bucks County IU #22 (2012)

Quakertown Community School District Upper Bucks County EDU Technology Summit, (2012)

Beginner's Sign Language, Bucks County IU #22, (2012)

Specially Designed Instruction, Bucks County IU #22, (2011)

Competent Learner Model, Bucks County IU #22 (2010-2011)

I.E.P. Writer, Bucks County IU #22 (2010)

Pennsylvania Alternative System of Assessment, (2011, 2012, 2013)

Standards Aligned Grading System, Bucks County IU #22 (2010)

Teacher Induction Program, Bucks County IU #22, (2010-2011)

#### **Continuing Professional Education:**

Integrating Technology into the Classroom, Continuing Professional Education Course, Bucks County IU #22 (2010)

#### **Certifications:**

First Aid, Cardio Pulmonary Resuscitation (2013), and Crisis Prevention Intervention (CPI) certifications (2014)