

# TRACEY RUSH

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## EDUCATION

UNIVERSITY OF SCRANTON, SCRANTON, PA  
*B.S. Elementary Education*

ST. JOSEPH'S UNIVERSITY, PHILADELPHIA, PA  
*M.S. Education; Reading Specialist*

UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA  
*Ed.D. Higher Education Management*

## PROFESSIONAL EXPERIENCE

MONSIGNOR BONNER & ARCHBISHOP PRENDERGAST HIGH SCHOOL, DREXEL HILL, PA  
*Principal, Jul 2014 – Jun 2016*

- Confer with stakeholders to discuss educational activities, policies, and student issues.
- Observe teaching methods and examine learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Collaborate with teachers to develop and maintain curriculum standards, develop mission statements, and set performance goals and objectives.
- Supervise learning support program for struggling students and those with disability diagnoses.
- Recruit, hire, train, and evaluate primary and supplemental staff.
- Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.
- Counsel and provide guidance to students regarding personal, academic, vocational, or behavioral issues.
- Set educational standards and goals, and help establish policies and procedures to carry them out.
- Plan and lead professional development activities for teachers, administrators, and support staff.
- Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.

WIDENER UNIVERSITY, CHESTER, PA  
*Assistant Professor, Director of Field Experience, Jul 2011 – Jul 2014*

- Prepare and deliver lectures to undergraduate and graduate students on topics such as special education, learning and development, and inclusive educational environments.
- Create and sustain positive relationships with surrounding school districts to ensure field placement for education students.
- Initiate, facilitate, and moderate classroom discussions.
- Supervise students' fieldwork, internship, and research work.
- Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences.

- Evaluate and grade students' class work, assignments, and papers.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Collaborate with colleagues to address teaching and research issues.
- Serve on academic or administrative committees that deal with institutional policies, departmental matters, and academic issues.
- Compile bibliographies of specialized materials for outside reading assignments.
- Participate in campus and community events.

SWARTHMORE COLLEGE, SWARTHMORE, PA

*Director, Student Disabilities Services and Learning Resources, Jul 2006 – Jul 2011*

- Establish operational policies and procedures to comply with federal regulations regarding the accommodation of students with disabilities at the postsecondary level.
- Plan, administer, and control budgets, maintain financial records, and produce financial reports for the Office of Student Disabilities Services and Learning Resources.
- Advise students on issues such as academic skill development, course selection, progress toward graduation, and career decisions.
- Direct, coordinate, and evaluate the activities of Student Academic Mentoring Program.
- Recruit, hire, train, and Student Academic Mentors

UNIVERSITY OF PENNSYLVANIA, PHILADELPHIA, PA

*Learning Instructor for Students with Disabilities, Jul 2003 – Jul 2006*

- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational situations.
- Confer with professors and other professionals to discuss student's progress, resolve behavioral, academic, and other problems, and to determine priorities for students and their resource needs.
- Maintain accurate and complete student records as required by law.
- Encourage students to explore learning opportunities and to persevere with challenging tasks.
- Counsel students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, and study habits.
- Plan and coordinate annual conference on students with disabilities.

DELAWARE COUNTY COMMUNITY COLLEGE, MEDIA, PA

*Adjunct Professor, Sep 2002 – May 2003*

- Prepare course materials such as syllabi, homework assignments, and handouts on successful reading and study strategies aimed at college students who did not pass the admissions test in these areas.
- Initiate and moderate classroom discussions on study strategies and college level academic skills.
- Assist students who need extra help with their coursework outside of class.

LINDENWOLD SCHOOL DISTRICT, LINDENWOLD, NJ

*Inclusion Facilitator, Jul 2002 – Jul 2003*

- Instructed faculty, students, parents and administrators in the implementation of inclusive practices and programs in grades K-12.
- Developed and presented workshops on best practices for the academic success of students with disabilities.

ARCHBISHOP RYAN SCHOOL FOR CHILDREN WITH HEARING IMPAIRMENT, NORWOOD, PA  
*Long-term Substitute, Speech and Language, Jan 2002 – Jun 2002*

- Improved existing Speech and Language program to accommodate student population diagnosed with Central Auditory Processing Disorder (CAPD).

MAXINE YOUNG, M.S., CCC-A/SLP, BROOMALL, PA  
*Professional Assistant, Fast ForWord Supervisor, Sep 1998 – Jun 2000*

- Coordinated and supervised computer-based therapy for patients with Central Auditory Processing Disorder.
- Compiled and analyzed reports documenting patient progress and providing feedback.

ST. FRANCIS OF ASSISI SCHOOL, SPRINGFIELD, PA  
*Teacher, Jun 1998 – Jun 2000*

- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Prepare and implement remedial programs for students requiring extra help.
- Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.

THE CROSSROADS SCHOOL, PAOLI, PA  
*Reading & Math Teacher; Supervisor of Extended Day Program, Jun 1997 – Jun 1998*

- Develop or implement strategies to meet the needs of students with a variety of disabilities.
- Employ special educational strategies or techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, or memory.
- Establish and communicate clear objectives for all lessons, units, and projects to students.
- Instruct special needs students in academic subjects, using a variety of techniques, such as phonetics, multisensory learning, or repetition to reinforce learning and meet students' varying needs.

OUR LADY OF PEACE SCHOOL, MILMONT PARK, PA  
*Teacher, Jun 1993 – Jun 1996*

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.

## PRESENTATIONS AND PUBLICATIONS

- Use of a Video-Based Case Study to Promote Interprofessional Learning and Collaboration Skills. Co-Author. MedEdPORTAL; 2013. Available from: [www.mededportal.org/publication/9612](http://www.mededportal.org/publication/9612)
- 10 Ways to Teach and Support Struggling Adolescent Readers – Review and Reflection Activity. KDP Connect, February 2013.
- Teaching ELLs Academic Language – Review and Reflection Activity. KDP Connect, February 2013.
- Behavioral Challenges and Profanity – Review and Reflection Activity. KDP Connect, February 2013.
- Don't Stop Now: College Students Still Need to Know How to Read to Learn. Co-Presenter. International Reading Association National Convention, April 2013.
- The Professional Curricula Time Crunch: Options for Changing Student Understanding and Perceptions of Interprofessional Learning and Collaboration. Co-Presenter. Jefferson Interprofessional Learning Conference, May 2012.
- Academic Success: Smart Tips for Serious Students (DVD Series). Senior Educational Consultant, Content Area Expert and Featured Educator. Films Media Group, October 2008
- Learning and Study Skills. Presenter. Campus Outreach Services, Parent-Connect Services, Webinar, November 2008.
- A Pilot Study of a Measure of Problem Solving and ADHD Among College Students. Co-Author. Journal of Attention Disorders, July 2007.
- Promoting Success for Postsecondary Students with ADHD. Presenter. Educational Policy Institute (EPI) Annual Conference, San Antonio, TX, May 2007.
- Here we are – Now educate us! Strategies to Assist Students with AD/HD in Their Transition to College. Instructor. Attention Deficit Disorder Association (ADDA), Teleclass, May 2007
- Preparing Students with Disabilities for College. Presenter. Agnes Irwin Faculty Meeting, Malvern, PA, May 2007.
- College Students with ADHD: Practical Strategies for Success. Presenter. Pennsylvania Association of Developmental Educators (PADE) Annual Conference, Hershey, PA, April 2007.
- ADHD and the College Experience: Practical Strategies for Success. Presenter. Attention Deficit Disorder Association (ADDA) Regional Conference, Malvern, PA, October 2006.
- ADHD and the College Experience: Practical Strategies for Success. Presenter. Attention Deficit Disorder Association (ADDA) Regional Conference, New York, NY, October 2006.

## UNIVERSITY COURSES TAUGHT

### **Undergraduate**

Evidence Based Instruction in Educating Students Identified with Behavioral Disabilities (Spring 2012)

Family Collaboration and Diversity (Fall 2013)

Advocacy, Collaboration and Cooperative Learning (Fall 2013)

### **Graduate**

Education of Students with Learning Disabilities or Other Neurological Impairments (Fall 2011, Fall 2012)

Education of Students with Developmental Disabilities (Spring 2012)

Analysis, Innovation and Evaluation of the Early Childhood Curriculum (Fall 2012)

### **Undergraduate/Graduate Hybrid**

Collaboration and Inclusion in Middle School and Special Education (Spring 2013)

Collaboration and Inclusion – PreK/4 (Spring 2013)