

**EDUCATION:****Graduate Studies:**

Spring 2017 - Present  
 Alvernia University, Reading PA  
 Special Education Certification  
 Anticipated completion December 2017

Spring 2005 - 2008  
 Millersville University, Millersville, PA  
 Graduate Assistant to the Art Department (2006—2008)

**Undergraduate Studies:**

August 1994, Bachelor of Science in Art Education  
 Millersville University, Millersville, PA  
 Certification: PA Instructional I

**PROFESSIONAL TEACHING EXPERIENCE:****2009-2010****Pequea Valley School District****Long-term Art Substitute**

- Taught approximately 700 K-5 students between two schools in all aspects of art and art history which is an integral part of each lesson.
- Mounting and display of student artwork throughout the schools, district office, and community centers.
- Created the scenery for the winter music performance and currently organizing the spring Art & Music Extravaganza.

**2008-2010****Pennsylvania College of Art and Design****Youth Instructor**

- Lead a studio of 10-20 4th—6th Grade students by preparing challenging lessons and providing focused instruction to push their creativity beyond their classroom instructional level.

**2007-2008****Pequea Valley School District****Long-term Art Substitute**

- Taught students in grades K-5 in all aspects of art including art history as part of the day to day instruction.
- Assigned student grades and tracked student progress pertaining to art development.
- Maintained school wide bulletin boards and display cases.

**1997-2002****Lan-Chester Christian School****Art Teacher**

- Taught students in grades 1-12 basic elements and principles of design.
- Displayed student artwork and maintained school wide bulletin boards.
- Assigned student grades and tracked student progress.

Additional Responsibilities: Art Department Head 1998-2002  
 Faculty Advisor for Classes of 2000 & 2003  
 Yearbook Advisor, 2000—2003  
 Created winter and spring concert backdrops 1997-2002  
 Drama workshop coordinator from 2000-2002.

**RELATED PROFESSIONAL EXPERIENCE:****2013 to present****Substitute Teacher Service  
Pequea Valley School District****Restorative Center Paraprofessional**

- Monitor students' behaviors in grades one through sixth grade.
- Address behavior issues in a separate classroom working on strategies to get students back to class in a timely manner.
- Monitor recess for kindergarten students and lunch for all grade levels.
- Monitor ISS students and called parents/guardians when necessary.
- Assist with bus conducts and created discipline action plan when necessary.

# Tonia M. Kauffman

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<b>2012-2013</b>	<b>Pequea Valley School District</b>	<b>Personal Care Attendant</b>
	<ul style="list-style-type: none"> <li>• One on one assignment with an autistic student traveling with him through his daily education routine.</li> <li>• Monitor and record student's progress throughout the day.</li> <li>• Monitor and assist student in social surroundings.</li> </ul>	
<b>2011-2012</b>	<b>Pequea Valley School District</b>	<b>L.S. Paraprofessional</b>
	<ul style="list-style-type: none"> <li>• Work with learning support students in fourth and fifth grade.</li> <li>• Assisted in teaching SOAR program to fifth grade.</li> <li>• Tested students on a daily basis.</li> <li>• Assisted with recess duty for fourth grade.</li> <li>• Assisted with winter and spring music programs.</li> </ul>	
<b>2010-2011</b>	<b>Pequea Valley School District</b>	<b>E.S. Paraprofessional</b>
	<ul style="list-style-type: none"> <li>• Work with emotional support students in first and second grade.</li> <li>• Help with the integration process into the classroom setting on a daily basis.</li> <li>• Monitored recess for third and fourth grade students.</li> <li>• Assisted with winter and spring music program including scenery and props.</li> </ul>	
<b>2012 to present</b>	<b>Pequea Valley School District</b>	<b>Head Cheerleading Coach</b>
	<ul style="list-style-type: none"> <li>• Lead cheer squads for Football, Basketball, and State Championship Soccer.</li> <li>• Interview and selection of assistant coaches</li> <li>• Organize and lead practices and direct game activities.</li> <li>• Research and organize impactful fundraising efforts.</li> <li>• Schedule and supervise 15-20 participating cheerleaders at annual summer cheer camp in a collegiate setting.</li> <li>• Participant in the PVAA promoting our cheer squad at school and community events.</li> </ul>	
<b>2010-2012</b>	<b>Pequea Valley School District</b>	<b>Assistant Cheerleading Coach</b>
<b>2010-2014</b>	<b>Pequea Valley School District</b>	<b>Title I Tutor: District Wide</b>
	<ul style="list-style-type: none"> <li>• Work with various age groups who need extra enrichment in varying academic areas.</li> <li>• Provide in-home tutoring for homebound students of any age preparing them to advance levels or to remain on-pace with their current academic level.</li> <li>• Provide in-home support for students living at Christ Home for Children with extra academic needs when needed.</li> </ul>	
<b>2008-2009</b>	<b>Pequea Valley School District</b>	<b>Title I Tutor</b>
	<ul style="list-style-type: none"> <li>• Work with students in fourth and fifth grade learning support developing proficiency in math and classroom skills.</li> </ul>	
<b>Summer 2007</b>	<b>Harrisburg Area Community College</b>	<b>Kids College Instructor</b>
	<ul style="list-style-type: none"> <li>• Created and taught a course on cartooning to 4-6<sup>th</sup> grade students.</li> <li>• Taught a course on computer graphics to 4-6<sup>th</sup> grade students.</li> </ul>	
<b>Community Involvement</b>	<b>Pequea Valley Education Foundation</b>	
	<ul style="list-style-type: none"> <li>• Board member 2014 – Current</li> <li>• Coordinated School spirit night with Lancaster Barnstormers 2014 &amp; 2015</li> <li>• Coordinated Gala Raffle fundraising 2014 &amp; 2015</li> </ul>	
	<b>Pequea Valley Athletic Association</b>	
	<ul style="list-style-type: none"> <li>• Board Vice President 2014 – Current</li> <li>• Concessions Co-Chair 2014 - current</li> </ul>	

**Computer Proficiencies:**

Microsoft Word, Excel, Power point, Publisher, Adobe Photoshop, SMARTboard interactive white boards

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