

# Jeffrey M. MacNamara, M.A.

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## **EDUCATION**

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*Rosemont College*, Rosemont, PA Graduated May 2014

Master of Arts in Counseling Psychology: **GPA 3.93**

Certification: Educational Specialist I (PK-12)

*Bloomsburg University*, Bloomsburg, PA Graduated May 2006

Bachelor of Arts in Psychology

Minor: Sociology

*Norristown Area High School*, Norristown, PA Graduated June 2001

*Pennsylvania State University*, State College, PA Graduated May 2008

Act 2: Deputy Sheriff Training, 760 hours, GPA - 3.5

*Department of Corrections Training Academy*, Elizabethtown, PA Completed April 2009

Board of Probation & Parole Basic Training Academy

## **EMPLOYMENT**

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August 2015 to the present

**LifeWorks Alternative Schools:** *School Guidance Counselor*

Middle school and high school (6th through 12th grade) located in Andorra, PA

- Served 6<sup>th</sup> through 12<sup>th</sup> grade students in a therapeutic alternative school
- Managed a student population with unique needs: attention difficulties, impulsivity and hyperactivity, cognitive disorders, learning disabilities, poor problem solving skills and/or social skills, behavioral difficulties, aggressive behaviors, and defiant behaviors
- Trained and assisted with the proctoring and administration of the PSSA test and Keystone Exam
- Assisted in 504 & Individualized Education Program (IEP) meetings
- Discussed referral issues with students, parents, and caseworkers
- Communicated and collaborated with staff, parents and outside agencies
- Constructed reward incentives for the student population for positive behavior
- Implemented and helped form policies and procedures for aiding student achievement and growth
- Administered one-on-one counseling with students
- Led group counseling sessions, two to three times a week, for each grade level
- Assisted and counseled students involving crisis
- Collected/analyzed data through classroom observations, teacher meetings, and tracking sheets
- Led meetings with staff on a weekly basis to discuss concerns and improvements of the student population
- Constructed transcripts, set up college/trade school tours, and assisted with SAT/ACT testing
- Scheduled student classes

January 2016 to the present

**Rosemont College:** *Adjunct Professor*

- Teach graduate level classes to students who are pursuing their Master of Arts Degree in Counseling Psychology. Graduate level classes taught:
  - Group Process and Strategies
  - Offender Treatment

January 2009-August 2015

**Montgomery County Adult Probation and Parole:** *Adult Probation & Parole Officer*  
*Sex Offender Unit/ General Supervision Unit/ Presentence Investigation and Report (PSI) Unit*

- Supervised a caseload of 150 adult individuals on parole and probation
- Assessed offenders risks and needs
- Monitored adult sexual offenders on a weekly basis (Sex Offender Unit)
- Recommend sentences for the judges when offenders were arrested and/or detained
- Administered urinalyses for drugs and alcohol
- Recommended placement in an appropriate rehabilitative program when a referral was deemed necessary: drugs, alcohol, mental health, and/or trauma
- Conducted residential, car, and property searches
- Arrested/Detained offenders
- Attended frequent trainings in regards to chemical substances that pertained to street drugs, prescription substances and alcohol
- Worked closely with agencies and individuals including law enforcement, Children & Youth, treatment providers, polygraph examiners, victim advocates, family members, and employers
- Prepared reports for the Court on offenders who are awaiting sentencing. It covers such areas as prior criminal record, family history, educational and employment history, as well as prior treatment history for any type of addiction or illness. The Court use the Presentence Investigation and Report as a tool in determining the appropriate sentence for that offender (PSI Unit)

July 2007- January 2009

**Montgomery County Sheriff's Department:** *Deputy Sheriff*  
*Criminal Court/ Juvenile Court/ Family Court/ Warrants Unit/ Transportation Division/ DUI Processor/ Norristown Patrol/ The County Emergency Response Team (C.E.R.T.)*

- Provided security for Judges, courtroom personnel and community
- Responsible for maintaining custody of incarcerated defendants who appear before the Court
- Assigned to juvenile court (individuals under the age of 18), Civil Court and Criminal Court
- Served both criminal and civil warrants
- Responsible for the movement of incarcerated individuals
- DATA Master Certified; testing of suspected driving under the influence (DUI) offenders
- Patrolled a section of Norristown, PA, on foot and in Sheriff's marked and unmarked vehicles
- Activated through strike injunctions, riots, protests, and/or natural disasters (C.E.R.T. Team)

## **HONORS/AWARDS**

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- **Presidential Medal** (April 2014): Rosemont College  
The recipient of the Presidential Medal, the highest honor bestowed on a student, has demonstrated exemplary intellectual achievement and, in addition, distinction in some combination of the following: contributions to fellow students or to the College, leaderships in the community or their profession, or to the advancement of the values of the Rosemont mission.
- **Outstanding Achievement at the Graduate Level** (April 2014): Rosemont College  
Maintained a GPA of 3.9 or higher.
- **Rookie of the Year** (2010): Montgomery County Adult Probation & Parole Department  
Recognition of valued contributions to the Adult Probation & Parole Department.

## **MEMBERSHIPS**

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<b>Tau Kappa Epsilon:</b> <i>Member</i> ; Leadership roles: <i>Hegemon</i> and <i>Pylortes</i>	2001-Present
<b>Hope Community Church:</b> <i>Greeter, Children's Ministry, Love Works</i>	2006-Present
<b>Pennsylvania Deputy Sheriffs Association:</b> <i>Member</i>	2008-2011
<b>Fraternal Order of Police, PA Criminal Investigators Lodge 92:</b> <i>Member</i>	2011-Present
<b>American School Counselor Association (ASCA):</b> <i>Member</i>	2013-Present
<b>Ancient Order of Hibernians (A.O.H.):</b> Notre Dame Div 1: <i>Associate member</i>	2013-Present