

Erinn Bean

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Current Position

Project Coordinator/Data Analyst | Achievement House Cyber Charter School

May 2017 – Present

- ❖ Analyze student achievement data for Guidance Counselors
- ❖ Utilize EdInsight to analyze data requested of the Principal and other departments
- ❖ Audit student data to ensure accuracy within systems
- ❖ Create courses and schedule students in the SIS
- ❖ Implement new processes to staff in the Student Information System (SIS) and Learning Management System (LMS)
- ❖ Coordinate Graduation Ceremony

Senior Guidance Assistant | Achievement House Cyber Charter School

(Temp began December 2013) February 2014 – May 2017

- ❖ Add/edit data in Administrator's Plus with student schedule, demographics, etc.
- ❖ Maintain SharePoint calendar for counselors
- ❖ Coordinate Graduation ceremony with staff and faculty
- ❖ Manage regular mailings for school counselors using Word and Excel
- ❖ Monitor student files and supply student records when requested
- ❖ Established and maintain the AHCCS Alumni Association

Teaching Experience

Faculty Member | Cheltenham Child Development Center

September 2010 – June 2011

- ❖ Integrate various subjects into Language Arts and Math curriculum
- ❖ Cooperate and plan with administration and teachers
- ❖ Instruct elementary-aged children in all subject areas
- ❖ Create and develop lesson plans, projects, and learning resources for elementary classrooms
- ❖ Regulated and carried out discipline in the classroom

Leadership Experience

Director | Christian Life Academy of Early Learning

November 2011 – June 2013

- ❖ Maintain DPW and Keystone STARS licensing through annual review
- ❖ Develop and execute programs for Summer Camp for students 12 months to 6 years old
- ❖ Lead trainings and meetings to cultivate staff professional development
- ❖ Manage schedule for school events and substitute teacher assignments

Student Program Co-Director | St. Andrew's UMC

June 2009-June 2012

- ❖ Published comprehensive safety policy
- ❖ Developed and taught girls small groups curriculum according to current student issues
- ❖ Organized and chaperoned youth events
- ❖ Researched information for youth events, leadership opportunities, and appropriate curriculum

Secretarial Assistant | Cairn University Education Department

January 2009 – December 2009

- ❖ Archived and maintained data
- ❖ Regulated calendars for faculty and staff
- ❖ Assisted professors with projects and materials
- ❖ Created spreadsheets for student clearances and maintained all current data

Education

Cairn University | Langhorne, PA

May 15, 2010

- ❖ Masters in Elementary Education and Bachelors in Bible
- ❖ Masters GPA: 3.8