

Jennifer E. Addy

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717.917.5008

EDUCATION

- West Chester University** M.ED. Secondary School Counseling May 2013
- GPA 3.91
 - National Certified Counselor, NCC June 2013
 - ASCA member (American School Counselor Association) January 2011
- Arcadia University** Bachelor of Arts Elementary Education May 2004
- Major GPA 3.85
 - Sigma Delta Pi (Spanish Honors Society) and Kappa Delta Pi (Education Honors Society)
 - Orientation Planning Executive Committee, Assistant Director 2002-2004

JOB EXPERIENCE

SCHOOL COUNSELOR, Long-term Substitute, *Arrowhead Elementary in Collegeville, PA* August 2013-June 2014

Classroom Guidance, Groups, Individual Counseling & Bully Prevention

- Individual and groups, with students to foster their academic, personal, social emotional, and physical needs, while focusing on reducing the environmental and institutional barriers that impede student success
- Deliver whole-class lessons based on ASCA guidelines of ethics to students in grades K-4 that focus on improving social skills, developing empathy, and striving to make and reach goals beyond the here and now
- Assist students and their families in accessing the services they need, when they need them, so they may reach their fullest academic potential
- Deliver Bully Prevention lessons based on Positive Behavior Support in grades K-4
- Provide opportunities via whole-class lessons for students to explore career development. Each student is provided a portfolio which hold lessons in grades K-4
- Assist new students and families in acclimating to our school culture, community, teachers and staff. This is provided via small groups, prior to first day—meet & greets and parent resources

CHILD CARE CONSULTANT, *Private Residence in West Chester, PA* March 2010-August 2013

Teaching and Consulting

- Teaching life and social skills to three children ages 5-8 months
- Prepare age appropriate activities and organize educational field trips

PERSONAL ASSISTANT/NANNY, *Private Residence in Newtown Square, PA* April 2006-February 2010

Administration

- Prepared activities and organized field trips
- Coordinated camps during the summer and weekly activities during the school year
- Traveled with the family; organized educational outings and activities for the children
- Completed administrative tasks for the program officer of the families' foundation

Teaching and Consulting

- Taught life and social skills to three children aged 5 to 14
- Tutored children in daily homework

**BEHAVIORAL HEALTH REHABILITATION SERVICES ADMIN.
THERAPEUTIC STAFF SUPPORT**

Pennsylvania Counseling Services in Lancaster, PA

2005-2006
2004-2005

Administration

- Ensured state mandated compliances for 80-100 clients within the BHRS program
- Supported 30 staff members with client/family conflicts; ensured adherence with agency guidelines
- Marketed agency to new clientele in collaboration with Children Services Director
- Interviewed, made hiring recommendations and trained new staff
- Handled all non-refunded monies in BHRS program
- Contributed to an internal committee, responsible for ensuring internal systems were adjusted to meet and address changes in the mental health field

Teaching and Counseling

- Counseled clients with mental and physical diagnosis within the school, community & home
- Provided therapeutic staff support services including crisis intervention, immediate behavioral reinforcements, emotional support, time structuring activities, time out strategies, passive restraints and additional psychological rehabilitative activities as prescribed in the treatment plan

Prior employment includes positions at Hempfield Family Daycare Center (summers 1994-2004) and Kindergarten Teacher at Jenkintown Montessori School (2001-2002)

FIELD EXPERIENCE

Patton Middle School, Internship, Unionville-Chaddsford School District Jan 2012-May 2013

- Individual Counseling of 3 clients on a continuous basis
- Individual Counseling for students on D's & F's list
- Classroom Guidance, curriculum created by Unionville-Chaddsford School District
- Participated in small group, Yoga Club
- Attended: IEP/IST/504 meetings
- Attended district meetings in regards to gifted program
- Testing for students admittance into gifted program
- Attended parent meetings

West Vincent Elementary, Internship & Practicum, Owen J Roberts School District Jan 2011-Dec 2012

- Individual Counseling of 3 clients on a continuous basis
- Created and ran small groups
- Behavior Support Planning Team
- Attended monthly CORE Team meetings with highlighted administrators and staff
- Delivered Classroom Guidance to grades K-3, using Second Step program
- Developed and Presented Anti-Bullying Program to grades 4-6.
- Attended parent meetings
- Attended IEP/504 meetings

Whitemarsh Elementary School, Student Teaching, Colonial School District Jan 2004-May 2004

- Constructed and implemented instruction based on required district curriculum.
- Responsible for assessment and instruction in all subject areas, of a second grade classroom
- Interned and learned from an experienced teacher, while teaching various lessons.

Prior experience includes observing and running small instructional groups within the School District of Philadelphia (Fall 2002-Fall 2004)

References Upon Request