# Summary

## Experienced educator seeks full-time position as guidance counselor in an elementary or secondary school. Creative, energetic team builder and organized administrator. Excellent skills in communicating with all members of the school community.

# Experience

## Substitute Teacher Central Bucks School District 2013-present

Day to day substitute teaching: elementary education, library, art, music, physical education, special education

## School Counselor/Substitute Teacher North Penn School District 2014-present

Substitute Elementary Counselor; Responsible for all students K-6th grade: provided individual, group, and classroom counseling; provided support in problem-solving and crisis intervention; member of Child Study Team; participate parent/teacher conferences; attended school meetings; testing (academic and non-academic); liaison between students, parents, teachers, administrators, and outside agencies; member of Special Education evaluation team

## School Counselor Kennett Consolidated School District 2015

Substitute Elementary Counselor; Responsible for all students 1st-5th grade: provide individual and group counseling; provide support in problem-solving and crisis intervention; member of Child Study Team; organize parent/teacher conferences; attend school meetings; supervise testing (academic and non-academic); liaison between students, parents, teachers, administrators, and outside agencies; involved in the scheduling process for all students; member of Special Education evaluation team; provide Classroom Guidance Lessons

## School Counselor Quakertown Community School District 2013

Substitute High School Counselor; Responsible for 9th grade students; provide individual and group counseling; provide support in problem-solving and crisis intervention; member of Student Assistant Team; organize parent/teacher conferences; attend school meetings; supervise testing (academic and non-academic); liaison between students, parents, teachers, administrators, and outside agencies; involved in the scheduling process for all students; member of Special Education evaluation team; work with students on Career Program, Naviance; proficient with student based program Power School.

## Parent Volunteer Titus Elementary School 2006-present

President, Corresponding Secretary and Vice-President, Home and School Executive Board; Chairperson, Spirit Wear Committee; Chairperson, Winter Enrichment Activities; Committee Member for Race for Education, Grant Writing, BINGO Night, and Yearbook; Homeroom Parent; Kid Writing and Science Fun Day Volunteer.

## School Counselor Shikellamy School District 1993-2006

Responsible for all 6th, 7th, and 8th grade students; provided individual and group counseling; provided support in problem-solving and crisis intervention; member of the Student Assistance Team; planned and implemented all Career Programs; organized parent/teacher meetings; attended school meetings and conferences; supervised testing (academic and non-academic); served as liaison between students, parents, teachers, administrators, and outside resources; responsible for scheduling new students; involved in the scheduling process, of all students, for each new school year; worked closely with outside agencies; member of Special Education evaluation team; implemented program in which college students from local colleges were able to observe classroom teachers and work with students individually.

**School Counselor Midd-West School District 1992-1993**

Responsible for all 7th, 8th, and 9th grade students; provided individual and group counseling; provided support in problem-solving and crisis intervention; scheduled programs; organized parent/teacher meetings; attended school meetings and conferences; supervised testing (academic and non-academic); served as liaison between students, parents, teachers, administrators, and outside resources; responsible for scheduling new students; involved in the scheduling process, of all students, for the school year; worked closely with outside agencies; member of the Midd-West Guidance and Health Curriculum Committee.

## Teacher of Summer Remedial Program Olean School District 1990

Prepared and implemented a remedial program in the areas of math and reading for at-risk 2nd grade students.

## Computer Teacher Rufus King Elementary School 1987-1989

Designed and implemented classes in computer education for students in kindergarten through 6th grade; provided students with challenging programs in the areas of problem-solving, math, science, reading, and social studies; enhanced students’ knowledge of computers, keyboarding, and programming to achieve computer literacy; performed morning and lunch duty; provided in-service classes for faculty; attended conferences; served as member of computer committee for the district; taught gym, library, and art classes

# Education

## MS Ed Community Counseling August 1990

St. Bonaventure University

## BS Sociology/Elementary Education August 1986

State University College at Brockport

# Additional Education

## Temple University, 2005

Received six graduate credits in Education Administration

## William Patterson College, 1988-1989

Received nine graduate credits in Computer Education

## CW Post College – Long Island University, 1987

Received twelve graduate credits in Computer Education

# References

Available Upon Request