

# Madison Schaaf

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## EDUCATION

### Utah Valley University — *Administrative Certificate*

JUNE 2021 - PRESENT

### University of Utah — *Master of Education, Special Education*

DECEMBER 2020

Mild and Moderate Disabilities. License in Special Education (K-12)

### University of Utah — *Bachelor of Science, Psychology*

MAY 2016

## EXPERIENCE

### Granite School District — *Resource Teacher*

JULY 2018 - PRESENT

- ❖ Present lessons in a comprehensive and individualized manner for students K-6 grade with learning disabilities in reading, writing, and mathematics
- ❖ Developed a data collection protocol that coordinators used to train other teachers
- ❖ Create, teach, and distribute educational content utilizing evidence-based practices
- ❖ Supervise three paraprofessionals and conduct quarterly reviews
- ❖ Administer standardized tests for students being considered for special education services
- ❖ Manage from 20-35 students' educational files and maintain compliance with state and federal laws
- ❖ Run weekly team and IEP meetings with staff and families

### Granite School District — *General Education Teacher/Interventionist*

NOVEMBER 2017 - JUNE 2018

- ❖ Morning Kindergarten teacher and permanent substitute for half day 5th grade
- ❖ Develop and teach before and after school classes such as Community Support, Video Productions, Art, and Study Skills.
- ❖ Facilitate 2nd and 3rd grade small groups for at risk students

## Honors

4.0 GPA (M. Ed.),  
3.7 GPA (B.S.),  
Dean's List;  
Academic  
Achievement  
Transfer  
Scholarship;  
National Society of  
Leadership and  
Success; National  
Society of  
Collegiate  
Scholars; Psi Chi,  
National Honor  
Society in  
Psychology

## Technology Programs

Google Suite.  
Adobe, Microsoft  
Office, Nearpod  
Survey Monkey,  
DIBELS, EasyCBM,  
ST Math, Lexia,  
VideoPad, School  
City, Wonders,  
Think Central,  
Skype, Flip Grid,  
Infinity D,  
Goalview, and  
other various  
educational  
website programs

## **Jordan School District — *Substitute/Assistant***

JANUARY 2017 - NOVEMBER 2017 & AUGUST 2012 - JUNE 2014

- ❖ Follow the curriculum and lesson plans that are made by the teacher
- ❖ Able to teach any subject that is required, and teach students of any age
- ❖ Supervised children during recess activities, and maintained appropriate discipline within school guidelines
- ❖ Assisted teachers in planning and completing materials necessary for implementing curriculum

## **Western Governors University— *Enrollment Counselor***

AUGUST 2016 - MAY 2017

- ❖ Managed student application process and resolved all concerns throughout enrollment
- ❖ Communicated expectations regarding the student experience and proficiency-based grading
- ❖ Evaluated students' academic goals, and assisted them in selecting degree program

## **Intermountain Healthcare — *Psychiatric Technician***

AUGUST 2015 - OCTOBER 2016

- ❖ Attended to physical needs of several patients: effectively observed and documented behaviors
- ❖ Used Crisis Prevention Intervention when dealing with volatile patients to maintain safety
- ❖ Planned and conducted day-to-day activities for patients and helped with 6<sup>th</sup>-12<sup>th</sup> grade schoolwork

## **Salt Lake County Recreation — *Tennis Program Manager & Building Supervisor***

JUNE 2010 - AUGUST 2015

- ❖ Promoted to from Tennis Instructor to Program Manager
- ❖ Created Tennis Program, which included tennis agenda, clinics, and lessons and was responsible for hiring, training, time management, conflict resolution, and performance evaluations of instructors
- ❖ Promoted from Receptionist to Building Attendant
- ❖ Effectively managed facility operations to ensure security, and created building attendant protocol