

FRANK JOSEPH TARCZYNSKI, M.A.

21500 Burbank Boulevard #211
Woodland Hills, CA 91367

(323) 375-4307
frank_joseph@rocketmail.com

PROFILE:

- Founding teacher for the Opportunities Program: designed to assist in the transition of at-risk youth from juvenile camps to traditional classrooms.
- Presented a written statement on behalf of the Locke Family of Schools' teachers to Senator Romero during a public town-hall meeting on education reform in California.
- Presented a seminar to teachers during All Green Dot Day focused on motivating student writers.
- Served 2 years as AMU Site Representative – Green Dot Teacher's Union.
- Locke Literacy Team Member.
- Locke Writing Committee Member.
- Creator and Co-Director of Locke Writing Center.
- Safe and Civil Schools Committee Member.
- Developed Intake Process for new and returning students to Locke IV.

Animo Locke #4 – Los Angeles, CA

2008 - Present

9th and 10th English, Journalism, and Creative Writing Teacher

- Effectively instruct students in assigned content area(s) as prescribed by Green Dot's academic content standards through lecturing, demonstrating, using audio-visual aids, and other materials to supplement presentations with the overall goal of engaging student learning.
- Work as part of interdisciplinary team and within content areas planning and aligning curricula to ensure that instruction follows curriculum guidelines or requirements of state and school.
- Set clear short-term and long-term goals based on data to drive instruction.
- Develop and submit weekly and long range unit plans containing standards, essential questions, assessments and lesson plans; assign lessons and review homework.
- Consistently administer tests to evaluate pupil progress, record results, and issue meaningful reports to inform parents of progress.
- Create and implement student intervention plans when necessary.
- Maintain the school's student management policies and procedures (i.e. attendance records, dress code, etc.) and report to the school administrators when necessary.
- Maintain effective supervision and discipline in the classroom.
- Work with other teachers and administrators to address and resolve student issues.
- Provide necessary accommodations and modifications for growth and success of all students.
- Participate in faculty and professional meetings, educational conferences,

- and teacher training workshops.
- Lead and participate in student activities such as: sponsoring student activities or student organizations, working with parents and the community as part of a committee or group, provide morning or after school supervision, and chaperoning student activities.
- Create special projects and duties outside of primary teaching responsibility as assigned.

University of Phoenix (Axia College) – Online
English 102 (Research Writing) Facilitator

2010 – Present

- Facilitate an online English course for Axia College students.
- Execute University of Phoenix curriculum.
- Foster an academic environment via online discussion.
- Motivate student success by maintaining high levels of expectations.

Fenton Community High School – Bensenville, IL
Multiple-Subject Substitute Teacher

2007

- Executed primary teacher's lesson plans.
- Assisted special education students with their assignments and tests.
- Monitored classroom activities.

A Noise Within Classical Theatre Company – Glendale, CA
Development Coordinator

2007 - 2008

- Updated and created development income reports.
- Researched and identified prospective institutional and corporate foundations.
- Generated reports on prospective donors.
- Organized donor events.
- Created volunteer schedule.
- Managed, maintained, and updated marketing and group databases including E-Tapestry and PatronMail.
- Proofread and assisted with grant proposal preparation and submission.
- Generated and reviewed supplemental materials for grant proposals.
- Coordinated direct mail campaigns.
- Developed and maintained relationships with donors.
- Processed donations and weekly deposits.

EDUCATION:

MA: English Literature - *DePaul University, Chicago, IL* - 2007

BA: Theatre/Performance - *Columbia College Chicago, Chicago, IL* - 2005
 (Graduated with honors)

Single-Subject Teaching Credential (English) - *Alliant International University, Los Angeles, CA*

MEMBERSHIPS/OTHER:

Professional Actor – Stage

Ensemble Member of *The New American Theatre Company*

References Available Upon Request