

Wendy Caffey

EDUCATION

Master of Education in Curriculum & Instruction
Sam Houston State University

2021
Huntsville, TX, USA

Bachelor of Science in Interdisciplinary Studies
Sam Houston State University

2019
Huntsville, TX, USA

EXPERIENCE

Engagement Specialist

Virtual/Remote

Stride: Lone Star Online Academy

- Developed and executed statewide outings, creating opportunities for community bonding and engagement across Texas.
- Initiated and led adult support programs to provide ongoing resources and guidance to families.
- Organized and facilitated new family meetings, ensuring smooth onboarding and integration into the community.
- Monitored and managed social media platforms, engaging with families and fostering a positive online presence.

Project Manager

Virtual/Remote

Stellar Virtual

- Manage multiple ERP implementation projects, ensuring successful delivery within scope, budget, and timeline.
- Conducted project planning, scheduling, and resource allocation for ERP projects.
- Presented project status reports to clients and internal management, addressing issues and concerns as appropriate.

Virtual Intermediate Math Teacher

Conroe, TX

Conroe ISD

- Department chair for Math and Science, leading a team in curriculum development for 5th-grade math and advanced math courses.
- Played a key role in the curriculum writing team, designing eLearning courses that integrate virtual manipulatives for district-wide use.
- Led professional development initiatives, organizing and implementing training sessions focused on virtual tools and techniques for the Conroe Virtual Academy and district-wide conventions.
- Managed multiple projects, ensuring flexibility and organization in response to a growing student population, with a focus on data-driven instructional planning.

Math Interventionist

Virtual/Remote

Stride: Texas Online Preparatory School

- Developed and implemented the RTI instructional system, significantly improving student achievement through targeted intervention strategies.
- Created and executed weekly live teaching sessions, utilizing age-appropriate technology and virtual tools, including LMS platforms, to enhance learning outcomes.
- Analyzed benchmarks, checkpoint, and state assessment data to create instructional plans tailored to student needs, collaborating with peers to ensure a positive and effective educational experience.

Community Engagement Specialist

Virtual/Remote

Stride: Lone Star Online Academy

- Designed and conducted outreach programs, training, and support sessions for families, fostering a strong sense of community within the school.
- Developed and presented information sessions for new staff, students, and families, focusing on effective communication and community-building techniques.
- Utilized the project management tool Asana to coordinate and track outreach initiatives, ensuring timely completion of tasks and efficient collaboration among team members.
- Analyzed data within NetSuite and Microsoft platforms, using findings to inform and

improve outreach efforts.

Elementary Teacher

Conroe, TX

Conroe ISD

- Supported instructional objectives by planning and delivering course content, preparing learning plans, and using data to identify and address student needs.
- Maintained accurate student records, including grading, progress reports, and communication with families, ensuring a high standard of educational support.

STEM+C Camp Leader:

Huntsville, TX

Sam Houston State University

- Developed and implemented virtual camp curriculum during the pandemic, utilizing tools like Blackboard and Google Drive to deliver STEM+C content effectively.
- Collaborated on the development of training programs for incoming camp counselors and curriculum design for campers, ensuring a high-quality educational experience.

PROFESSIONAL DEVELOPMENT

- Math curriculum writer for the district, hosted district wide professional development introducing the new hyperlink curriculum document
- Science curriculum writer for the district
- Team lead for 4th and 5th grade levels
- Onboard personnel for new virtual students
- Field trip and social committee member
- Technology textbooks committee member
- Hosted district professional development regarding integrating technology into the classroom

RESEARCH EXPERIENCE

- Conducted research on the virtual classroom, focusing on methodologies to enhance student attendance and participation
- Participated in an intercultural telecollaborative project with Turkish students, creating a multilingual kamishibai story
- Participated in professional development courses such as Project Learning Tree, Computational Thinking, Texas Adolescent Literacy Academy (TALA), and Math Leadership