

Related Professional Experience

Instructor, Early Childhood Education –

Tompkins-Cortland Community College, Dryden, NY; Cabrillo Community College, Aptos, CA, 1995 – 2003.

Instructor for teachers of pre-school children in community college context.

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| ◆ Courses taught include: | Toddler Program Development |
| Introduction to Early Childhood Education | Curriculum/Curriculum Lab (Bilingual) |
| Techniques for Observing and Recording Infant- | Child, Family and Community |

Consultant – Tompkins County Early Education Partnership, Ithaca, NY, May 2002 – March 2003.

Project development for public-private partnership focused on raising public awareness of child care as an economic sector and increasing access to quality care.

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| ◆ Coordinated Public-Private Collaborative including: the Day Care and Child Development Council, the Chamber of Commerce, the Department of Social Services, Workforce Development, and other community business leaders | ◆ Reviewed administrative and systems delivery methods of public-private partnerships across the country aimed at increasing access to quality early care and education |
| ◆ Networked with state-wide and national colleagues | ◆ Developed business plan for endowment fund |
| | ◆ Designed universal application, community education and outreach materials |

Coordinator, Parents Count, pilot – Cornell Cooperative Extension, Ithaca, NY, January – June 2002.

Implementation of pilot project serving income-eligible separated and divorcing parents.

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| ◆ Coordinated public-private collaborative including: Law Guardians, Career Resources and Workforce Tompkins, Community Dispute Resolutions Center, Family & Children's Services and the Department of Social Services | ◆ Developed and monitored policies |
| ◆ Assured contract compliance | ◆ Coordinated inter-agency service delivery |
| ◆ Compiled performance reports | ◆ Recruited, enrolled and determined eligibility for program participants |
| ◆ Administered budget | ◆ Coordinated Public Relations Campaign |
| ◆ Developed funding proposals | ◆ Represented program in community |
| | ◆ Supervised and coordinated training of staff |
| | ◆ Supported leadership development |

Coordinator, Santa Cruz County Child Care Planning Council – County Office of Education, Santa Cruz, CA, 2001.

Development, implementation and evaluation of Child Care Planning Council projects and activities addressing the needs of child care teachers serving children birth-13 years.

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| ◆ Coordinated collaboration of 20 member planning council appointed 50% by the County Board of Supervisors and 50% by the County Superintendent of Schools | ◆ Developed retention initiative for child care workforce in alignment with California Commission on Teacher Credentialing Child Development Permit offering financial incentives based on experience and education. |
| ◆ Assured compliance with state Ed. Code and Department of Education mandates for child care planning councils | ◆ Performed English/Spanish bilingual outreach |
| ◆ Assured compliance with Brown Act and meeting protocol following Robert's Rules | ◆ Networked with state-wide colleagues |
| ◆ Awarded \$550,000 California Children and Families Commission funding for retention initiative | ◆ Encouraged community leadership development |
| | ◆ Assisted with budget administration |
| | ◆ Compiled funding reports |

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Program Director - Santa Cruz Toddler Care Center, Santa Cruz, CA, September 1998 – December 1999.

Co-Director of “RIE”-inspired toddler center for children 12-36 months.

- ◆ Assured center compliance with licensing
- ◆ Managed revision of Personnel Policies
- ◆ Supervised 12 teaching and 2 administrative staff
- ◆ Participated in staff recruitment team
- ◆ Performed staff training, evaluation and dismissal
- ◆ Prepared for and facilitated bi-weekly staff meeting
- ◆ Guided teaching staff with curriculum development and purchasing of program materials
- ◆ Conducted family enrollment and orientation
- ◆ Coordinated parent participation and education
- ◆ Provided direct care
- ◆ Coordinated child assessment and special needs service referral
- ◆ Monitored health and safety
- ◆ Oversaw facilities maintenance
- ◆ Worked with parent board to refine center policies
- ◆ Participated as agency representative in community networks and committees

Project Coordinator - Cabrillo College Child Care Homes Network - Cabrillo College, Aptos, CA, Summer 1998.

Research and design family child care home network to serve income eligible families of children under three years of age.

- ◆ Researched state and national network models
- ◆ Coordinated bilingual community outreach to recruit network members and participants
- ◆ Developed program materials; contracts, forms and monitoring systems in compliance with state Department of Education requirements

Teacher/Director - Watsonville Parent Co-op - Watsonville Adult School, Watsonville, CA, December 1993 – April 1995.

Teacher/ Director of two day/week early childhood program for 3 year-olds and parent education program for parents of 3-5 year-olds.

- ◆ Planned and implemented curriculum for pre-school class
- ◆ Coordinated child assessment and service referral
- ◆ Supported adult learning through daily seminars and monthly parent education meetings
- ◆ Supervised and trained parents as teachers

Education

- ◆ **Ph.D. studies, Education in Language and Literacy**, 1995-1996.
University of California, Berkeley, CA.
- ◆ **M.A., Child Development**, 1995.
San Jose State University, San Jose, CA.
- ◆ **B.S., Policy Analysis: Family and Welfare Policy**, 1986.
Cornell University, Ithaca, NY.
- ◆ **A.S., Early Childhood Education**, 1983.
Cabrillo College, Aptos, CA.

Professional Credentials and Affiliations

- ◆ **California Child Development Site Supervisor Permit** (valid to December 1, 2003)
- ◆ Resources for Infant Educators, Associate
- ◆ Member, National Association for the Education of Young Children
- ◆ Representative, City of Ithaca, Tompkins County Youth Service Board
- Member Resource Allocation Committee 2003

Technical Skills

- ◆ Software: Microsoft Office Suite, Adobe PhotoShop and PageMaker, Macromedia Dreamweaver, HTML coding
- ◆ Platforms: PC and Macintosh
- ◆ Professional photographer specializing in anti-bias imagery of children in pre-school settings. Published photographs in several national journals and books

Additional Skills

Bilingual – English/Spanish