

JOINT OPERATING COMMITTEE MEETING

November 6, 2024 6:30 P.M.

DIRECTOR'S REPORT

ITEM 1:

Recommend approval for James Brunken to attend Train the Trainer 2.0: Emergency Training Drills at Montgomery County Intermediate Unit on October 30, 2024. Training

is at no cost to CMTHS. (Attachment # 1)

ITEM 2:

Recommend approval of the supplemental contracts for the 2024-2025 school year:

Name	Supplemental	Amount
David Ayres	Dual Enrollment	\$2000.00
Jarrett Young	Dual Enrollment	\$2000.00
Melissa Trocheck	Dual Enrollment	\$2000.00

ITEM 3:

Recommend approval of thirty-one students and three advisors to attend the SkillsUSA Fall Leadership Conference. (Attachment #2)

Event:

SkillsUSA Fall Leadership Conference

Location:

Kalahari Hotel and Conference Center, PA

Dates:

November 13 to November 15, 2024

No. of Students:

31

Cost:

\$11,485.00

Bus:

\$1,450.00

Chaperones:

Colleen Kriebel, James Brunken, Gerald Damon

First name	Last Name	Program	High School
Annaliese	Difuntorum	Exercise Science	Lower Merion High School
Isabella	Bombonati	Baking & Pastry	Lower Merion High School
Sean	Johnson	Video Sound Music Production	Lower Merion High School
Kayla	Rivera	Early Childhood Education	Norristown High School
Kevin	Long	Building Trades	Norristown High School
Khalil	Dillard-Jordan	Networking	Norristown High School
Mia Andrea	Perez-Carrera	Public Safety	Norristown High School
Amaya	Rottloff	Public Safety	Plymouth Whitemarsh High School
Anne	Flaherty	Early Childhood Education	Plymouth Whitemarsh High School
Benjamin	Bunnell	Landscaping	Plymouth Whitemarsh High School
Benjamin	Darby	Building Trades	Plymouth Whitemarsh High School
Caleb	Edwin	Video Sound Music Production	Plymouth Whitemarsh High School
Ethan Robert	Chapin	Networking	Plymouth Whitemarsh High School

Franco	Ramos	Culinary Arts	Plymouth Whitemarsh High School
Gabriella	Fergus	Baking & Pastry	Plymouth Whitemarsh High School
Gianna	Hartnett	Early Childhood Education	Plymouth Whitemarsh High School
Isabelle	Jackson	Building Trades	Plymouth Whitemarsh High School
Kelli	Eplett	Early Childhood Education	Plymouth Whitemarsh High School
Lilly	Gordy	Baking & Pastry	Plymouth Whitemarsh High School
Lisa	Rockett	Automotive Technology	Plymouth Whitemarsh High School
Megan	English	Early Childhood Education	Plymouth Whitemarsh High School
Phoenix	Chase	Baking & Pastry	Plymouth Whitemarsh High School
Riley	Hansen	Building Trades	Plymouth Whitemarsh High School
Aidan	Ring	Baking & Pastry	Upper Merion High School
Anthony	DiNolfi	Healthcare Science	Upper Merion High School
Chhavi	Bhola	Cosmetology	Upper Merion High School
Kayla	Bailey	Baking & Pastry	Upper Merion High School
Melanie	Lowren Nunez	Early Childhood Education	Upper Merion High School
Mylen	Sutton	Building Trades	Upper Merion High School
Kaitlyn	Harkins	Culinary Arts	Harriton High School
Sodiq	Adeleke	Networking	Harriton High School

Recommend second reading of the following policies. (Attachment #3) ITEM 4:

Policy # 913

Non-school Organization/Groups/Individuals

Policy # 914

Relations with Intermediate Unit

Policy # 916

Volunteers

ITEM 5:

Recommend retirement of the following policy. (Attachment #4)

Policy # 917

Parental/Family Involvement

ITEM 6:

Recommend employment of the following individual: (Resume attached)

Name:

Alaina Zinni

Position:

Early Childhood Education Instructional Assistant

Effective Date:

January 2, 2025

Salary:

\$43,000

Employment Status: 190 days

Benefits:

As specified in the current Support Staff Contract

DR. ANGELA KING EXECUTIVE DIRECTOR

Professional Improvement Conference/Workshop Request Form

General Info

User

James Brunken

Building

Central Montco Technical High School

Employee ID

261325

Submitted

10/17/2024 3:37 pm

Dates

10/30/2024 to 10/30/2024

Reference ID

D22963-A0-S-L130357165

File Attachment

Please check off supporting

documentation:

Activity Information

Name of Conference or

SAFETY Train the Trainer 2.0: Emergency Training Drills

Workshop:

Brief Description of Conference/Workshop: Equipping school entities to meet the in-person requirement of the Emergency Training Drills component of Act 55. Whether you are new to your role of looking to expand your

knowledge, this session will be a valuable opportunity!

Purpose or reason for

attending this

conference/workshop

ACT 55 training

Other attendees: (they will fill None

out THEIR OWN FORMS to gain permission to attend):

Conference/Workshop URL: https://mciu.gosignmeup.com/public/Course/browse?courseid=4498

Dates, Times, Location, Sub needed?

of Meetings = # of Days for the Conference/Workshop

of Meetings

1

1	#	Date	Time	Location
	1	Wed Oct 30, 2024	9:00 am to 12:00 pm	Location: MCIU

Provider of Training

Provider:

Other Provider

MCIU

Estimated Expenses:(to be completed when submitting application for approval)

Registration Fee:

0.00

Transportation:

0.00

Lodging (include all taxes):

0.00

Meals:

0.00

Mileage (Multiply the amount

0.00

of miles to the activity minus

the amount of miles from

home to work by .67 and put

the dollar amount here))

Total Estimated Cost for Conference/Workshop:	0			
Enter the Total # of Miles	0			
Number of Act 48 hours y	vou oso cookina			
	0.00			
Total Act 48 Hours:	0.00			
Purpose(s)				
Purpose:	Not for Act 48			
Source of Funding				
Budgeted General Funds:	9			
Check #:				
Amount:				
Finish				
Administrator's Section				
Approval Summary				
Administrator		Approval Type	Status	Date
King, Angela		PRIOR	APPROVED10/18/2024 9:54 am	
Popov, Valerie		PRIOR	APPROVED10/22/2024 8:21 am	
King, Angela		FINAL		
Comments				
From James Brunken 0	(Form originally sub	mitted on 10/17/2024 3	3:37 pm)	
Expenses				
Description		Requested	Approved	Final
Registration		\$0.00		
Transportation		\$0.00	***************************************	*******
Meals		\$0.00		
Lodging		\$0.00		
Other Expenses		\$0.00		
Totals		\$0.00	\$0.00	
Evaluation(s)				
Received	Not Completed - 20	024-2025 Workshop Eva	aluation Form	



TRAIN THE TRAINER 2.0

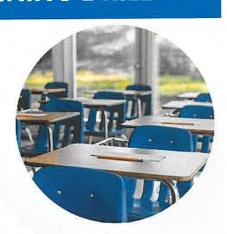


Register here:

EMERGENCY TRAINING DRILLS

WHAT TO EXPECT:

Join us for a three-hour session aimed at equipping school entities to meet the inperson requirement of the Emergency Training Drills component of Act 55. Whether you are new to your role or looking to expand your knowledge, this session will be a valuable opportunity!



WHO IS THIS FOR?

- School Safety & Security Coordinators
- Administrators
- Designated Trainers

- 2 W. Lafayette St. Norristown, PA 19401
- October 30th, 2024
- 9:00 AM 12:00 PM

PARTICIPANTS WHO ATTEND THE FULL TRAINING WILL RECEIVE A CERTIFICATE OF COMPLETION.



Field Trip Request Form Sent 09/03/2024 At 7:53 PM By Colleen Kriebel

Workflow Step 1 Form En	ntry Colleen Kriebel		
Submitted by Colleen Krieb	el on 09/03/2024 at 7:59 PM		
Legal Name			
Staff Submitting Form			
First Name Colleen	Last Name Kriebel		
Start Date* 11/13/2024			
End Date* 11/15/2024			
Location*			
Kalahari Resort 250 Kalahari Blvd, Pocond	o Manor, PA 18349		
Transportation Type* ✓ Bus			
School Van*			
Other*			
Approximate Cost of Trip*			
TBD		18	
Purpose of the Trip*			
SkillsUSA Fall Leadership https://www.padistrict2sk	Conference 250 Kalahari, PA. killsusa.com/leadership-conference		
File Upload(s)			
Upload Information			
No files uploaded			
% Link will display here			
Which session(s) attending field	trip?*		
AM Session			
PM Session			



Multi-Group

Select Program/CTSO SkillsUSA

Approximate # Students*

Comments

30 students and 3 advisors to attend

Workflow Step 2 | Review & Approve (Or Deny) | James Brunken Submitted by James Brunken on 09/05/2024 at 9:04 AM

James Brunken 🤎



Signed: James Brunken Time: 09/05/2024 at 9:03 AM IP Address: 216.162.93.11, 107.154.68.28 User: James Brunken Email: jbrunken@cmths.org



Policy Manual

Section

900 Community

Title

Nonschool Organizations/Groups/Individuals

Code

913

Status

Second Reading

NOTE: It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast,

- Requests from students to personally disseminate materials shall be governed by Policy 220. Student Expression/Dissemination of Materials.[1]
- Requests from nonschool organizations, groups and individuals involving activities or school-related information and materials that are integrated with or presented as a part of the school's curriculum or an approved school event or student organization shall be approved and governed by Joint Operating Committee policies related to curriculum and student activities.[2][3][4]

Purpose

The Joint Operating Committee recognizes that nonschool organizations, groups and individuals may wish to utilize the school and its resources as a means to engage the school community in activities and/or to disseminate nonschool materials. The Joint Operating Committee directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

<u>Authority</u>

The Joint Operating Committee recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the dissemination of such information does not interfere with the educational program of the school. The school's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Joint Operating Committee prohibits dissemination of nonschool materials for the purposes of advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals. [5][6]

Limitations on Dissemination of Nonschool Materials

Dissemination of nonschool materials shall be prohibited to the extent that they:

- 1. Violate federal, state or local laws, Joint Operating Committee policy or school rules or regulations;
- 2. Are defamatory, obscene, lewd, vulgar or profane;
- 3. Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
- 4. **Incite violence, advocate use of force or** threaten serious harm to the school or community;
- Materially and substantially disrupt or interfere with the educational process, such as school activities, school work, discipline, or safety and order on school property or at school functions;
- 6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the school and school programs; or
- 7. Violate written school administrative regulations or procedures on time, place and manner for dissemination of otherwise protected expression.

Definitions

For purposes of this policy, **dissemination** shall mean nonschool organizations, groups or individuals distributing or publicly displaying nonschool materials to others:

- 1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
- 2. At any time or location when creating, posting or sending information using technical or digital resources owned, provided or sponsored by the school.

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Joint Operating Committee policy.

When an employee or Joint Operating Committee member acts on their own behalf or on behalf of a nonschool organization or group, the employee or Joint Operating Committee member shall be considered a nonschool organization, group or individual for purposes of this policy.

Students shall be governed by a separate and distinct Joint Operating Committee policy regarding student expression and dissemination of materials.[1]

Nonschool materials shall mean any printed, technical, digital or written materials, regardless of form, source or authorship, that are not prepared as a part of the curricular or approved extracurricular programs of the school.

Delegation of Responsibility

The Administrative Director or designee shall develop administrative regulations to implement this policy.

Guidelines

Nonschool Materials

The Joint Operating Committee requires that nonschool organizations, groups or individuals who wish to disseminate nonschool materials on school property or through school resources shall submit them to the building administrator. The building administrator shall inform the Administrative Director or designee of requests received from nonschool organizations, groups and individuals.

Requests for dissemination of nonschool materials through school social media channels shall be addressed through Joint Operating Committee policy on school social media.[7]

The Joint Operating Committee directs that **the review** and consideration of any activities or nonschool **materials** requested **under this policy shall not discriminate on the basis of content or viewpoint.**

If approval is granted by the building administrator, the nonschool organization, group or individual shall comply with Joint Operating Committee policy and administrative regulations, and the school's time, place and manner restrictions for dissemination of materials.

Materials issued by nonschool organizations, groups or individuals shall not be disseminated during instructional time or school-sponsored activities.

Nonschool Activities

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests by nonschool organizations, groups or individuals to invite or promote **student participation in** nonschool **activities** shall comply with Joint Operating Committee policy and administrative regulations on dissemination of nonschool materials.

Fundraising

Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.[8]

Where activities or materials otherwise comply with this policy and administrative regulations, fundraising activities may be announced.

Directory information for students or staff members shall not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[9]

Scholarships/Awards

The Joint Operating Committee is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Joint Operating Committee directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Joint Operating Committee's policy on student records.[9]

The scholarship or award, and any pertinent restrictions, shall be approved by the Joint Operating Committee.

All pertinent information regarding the scholarship or award shall be submitted for review by the Administrative Director or designee prior to the date on which it is to be presented.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Joint Operating Committee.

Sellers of travel services to students must meet the following criteria:

- 1. Belong to an association of certified sellers of travel.
- 2. Provide proof of insurance.
- 3. Submit references.
- 4. Provide proof of a performance bond.
- 5. Include in all information provided to students and parents/guardians that use of tobacco/vaping products, alcohol and controlled substances will be prohibited.
- 6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

Legal

- 1. Pol. 220
- 2. Pol. 105
- 3. Pol. 122
- 4. Pol. 230
- 5. 24 P.S. 1850,1
- 6. 24 P.S. 511
- 7. Pol. 816
- 8. 24 P.S. 775
- 9. Pol. 216
- 24 P.S. 779
- Pol. 113.3
- Pol. 907



Policy Manual

Section

900 Community

Title

Relations With Intermediate Unit

Code

914

Status

Second Reading

Authority

It is the policy of the Joint Operating Committee that open lines of communication be maintained with Montgomery County Intermediate Unit No. 23 to ensure maximum effectiveness of school programs. [1][2]

Legal

1. 24 P.S. 901-A

2. 24 P.S. 902-A



Policy Manual

Section

900 Community

Title

Volunteers

Code

916

Status

Second Reading

Purpose

The Joint Operating Committee recognizes that volunteers can make valuable contributions to the school, and supports and encourages the participation of parents/guardians and community residents as volunteers to enhance the educational, cocurricular and extracurricular programs of the school.

Authority

The Joint Operating Committee may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the school. [1]

The Joint Operating Committee directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.[1]

All volunteers shall be expected to maintain professional, moral and ethical relationships with school students that are conducive to an effective, safe learning environment.[2]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older. [3]

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits the school or attends or participates in an event or activity at the school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]

Volunteer – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the school without receiving compensation from the school. A volunteer is not a school employee.[5]

The two (2) classifications of volunteers are:

- Position Volunteer an adult applying for or holding an unpaid position with the school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
- 2. Guest Volunteer an adult who voluntarily provides a service to the school, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Administrative Director or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Joint Operating Committee policies, administrative regulations, rules and procedures.

At the discretion of the Administrative Director or designee, a volunteer's service may be discontinued at any time.

The Administrative Director or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Administrative Director or designee.

The names of all guest volunteers shall be submitted for approval by the building administrator or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[5]

- 2. **PA State Police Criminal History Record Information** which must be less than sixty (60) months old.[5]
- 3. Disclosure Statement for Volunteers which is a statement **swearing or affirming the applicant has not been disqualified from service** by reason of conviction of designated criminal offenses or being listed **as the perpetrator** in **a founded report** of child abuse. [4][5][7]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information: [5]

1. **Federal Criminal History** Report - issued at any time since the volunteer established residency.

The Administrative Director or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months. [8]

A student, eighteen (18) years of age or older, who is **volunteering for an event** or activity sponsored by the school in which the student **is enrolled and occurring on the school's grounds, shall not be required to** submit **certifications** except when **the event** or activity **is for children in the care of a child-care service or** the student will otherwise **be responsible for the welfare of a child.**[5]

<u>Tuberculosis Test</u>

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health. 9[10]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Administrative Director or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Administrative Director or designee shall immediately require a position volunteer to submit new certifications if the Administrative Director or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence. [7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Joint Operating Committee policy and administrative regulations. [11][12]

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[13][14][15][12]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with school policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16]

Liability Insurance

The school may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the school.

Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service only when authorized in advance by the Administrative Director or designee.

<u>Acknowledgement</u>

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Legal

1. 24 P.S. 1850.1

2. Pol. 824

3. 23 Pa. C.S.A. 6303

4. 23 Pa. C.S.A. 6344

5. 23 Pa. C.S.A. 6344.2

6. Pol. 907

7. 23 Pa. C.S.A. 6344.3

8. 23 Pa. C.S.A. 6344.4

9. 24 P.S. 1418

10. 28 PA Code 23.44

11. 23 Pa. C.S.A. 6311

12. Pol. 806

13. Pol. 122

14. Pol. 122.1

15. Pol. 122.2

16. Pol. 216



Policy Manual

Section

900 Community

Title

Parental/Family Involvement

Code

917

Status

Policy Committee

Purpose

The Joint Operating Committee recognizes the vital role parents/guardians and family play in the education, welfare and values of their children.

The school is committed to the belief that all students can learn and acknowledges that the school and parents/guardians share a commitment to the educational success of children.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Joint Operating Committee recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that the school and families must work as knowledgeable, cooperative partners to effectively educate all students.

To this end, the Joint Operating Committee shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians in a variety of roles.[1]

Delegation of Responsibility

The Administrative Director or designee shall regularly evaluate and report to the Joint Operating Committee on the effectiveness of the school's parental involvement efforts, including, but not limited to, input from parents/guardians and staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

- 1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
- 2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
- 3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
- 4. Involvement of parents/guardians, with appropriate training, in support roles at the school.

Legal

1. 22 PA Code 339.32

24 P.S. 1850.1



PROFESSIONAL SUMMARY

Dedicated ECE professional with 10 years experience in childcare with a background in Psychology. Specialties include; utilizing various teaching strategies to cater to individual student needs and learning styles. Genuine team player with outstanding communication and time-management skills. A reliable and hardworking individual seeking a desired career opportunity in Early Childhood Education.

SKILLS

- · Behavior modeling
- Decision making
- Academic support

- Social skill development
- Time management
- Communication

- Activity planning
- Relationship building

EXPERIENCE

Behavioral Health Technician

November 2023 - Current

CCRES | Exton, Pennsylvania

- Anticipated and prevented problematic behaviors through regular observations and used skills to de-escalate growing conflicts.
- Supported children emotionally with positive communication and interactions.
- Collaborated with teachers, parents, and support staff to deliver updates on student progress.
- Completed client assessments and collected data to improve current and future treatment plans.

Private Elementary School Educator

September 2020 - May 2021

Conshohocken | Pa

- Communicated with parents on students' academic progress, behavior, and challenges to learning
- Maintained a bright, organized, and well-kept classroom
- Helped students with online learning through individualized support and instruction.

Private Nanny

September 2016 - August 2022

West Chester | Pa

- Balanced children's schedules with regular rest, play, and academic hours
- Transported children to school, play dates, activities, and special outings with utmost safety
- Supported children through challenging emotional and social situations with caring words and knowledgeable advice
- Assisted children with routine homework assignments and special class projects.

Internship

October 2015 - April 2017

Mary C. Howse Elementary School | West Chester, Pa

- Assisted 3rd-grade teacher with tasks and activities for 25 students
- Shadowed Elementary School Occupational Therapist
- Provided educational support for students

Developed and maintained professional relationships with internal employees and students.

Education Consultant

January 2022 - August 2022

- Assisted children with academic assignments.
- Managed schedules for multiple children simultaneously while prioritizing each child's unique needs.
- Planned age-appropriate activities to engage children.
- Fed children nutritious meals and snacks to promote healthy eating habits.

EDUCATION

Bachelor of Science (B.S.) - Psychology West Chester University, West Chester, PA May 2023