

KAREN A. COLLIN

EXPERIENCE

Jan. 2019- Present **Wethersfield Public Schools** **Wethersfield, CT**
Title 1 Math Tutor

- Provide supplemental instruction to students in grades K-6

Sept. 2010 – Dec. 2018 **Northwestern CT Community College** **Winsted, CT**
Assistant Professor of Mathematics

- Courses taught: Pre-Algebra, Elementary Algebra, Intermediate Algebra, and Pre-Calculus
- Served as a tutor in the Academic Success Center
- Advisor to pre-nursing students
- Member of Academic Policy, Curriculum, Orientation, and Academic Planning and Assessment Committees.

Jan. 2010 – May 2010 **Manchester Community College** **Manchester, CT**
Sept. 1999 – May 2000

Adjunct Mathematics Instructor

- Taught Elementary and Intermediate Algebra courses

April 2009 – June 2009 **Great Path Academy** **Manchester, CT**
Long-term Substitute Teacher

- Taught Geometry

Sept. 2004-Dec. 2007 **Central CT State University** **New Britain, CT**
Jan. 2000- May 2002

Adjunct Mathematics Instructor

- Taught Elementary and Intermediate Algebra courses
- Taught students with special needs

Sept. 2002 – Dec. 2002 **Briarwood College** **Southington, CT**
Mathematics Coordinator

- Taught Basic Math, Nature of Math, Elementary Algebra, and Intermediate Algebra

Sept. 1998 – Jan. 1999 **Rocky Hill High School** **Rocky Hill, CT**
Part-time Mathematics Teacher

- Taught Geometry and Remedial Math

Sept. 1993 – Dec. 1993 **Sedgwick Middle School** **West Hartford, CT**
Long-term Substitute Teacher

- Taught five eighth grade Mathematics classes, including an Honors Algebra class

Sept. 1992 – Jun. 1993 **King Philip Middle School** **West Hartford, CT**
Teaching Assistant

- Assisted special needs students in the mainstream
- Taught Reading and Mathematics in self-contained classrooms

Sept. 1991 – Jun. 1992 **Plainville and Southington School Systems**
Substitute Teacher

- Taught at the Elementary, Middle, and High School levels

Sept. 1990 – Dec. 1990 **Conard High School** **West Hartford, CT**
Student Teacher

- Taught Algebra classes of various levels
- Tutored students daily in the Math lab

EDUCATION

1987–1991 **Central Connecticut State University** **New Britain, CT**
Bachelor of Science in Mathematics Education

- Minor in Physics
- G.P.A. 3.46
- Earned Teaching Certification for Mathematics, grades 7-12

1993-1998 **Central Connecticut State University** **New Britain, CT**
Master of Science in Mathematics

- G.P.A. 3.86

HONORS

CCSU Foundation Scholarship: Ten scholarships were awarded each year to incoming freshmen on the basis of a competitive Math/English examination.

William and Josephine Tansey Scholarship: Award was made annually to full-time students majoring in Mathematics Education.

OTHER EMPLOYMENT

March 2008 – Jan. 2010

Real Estate Agent with Prudential Connecticut Realty

KIM PALMER

PROFILE

An experienced administrator and special education professional, with 24 years' experience in special education, rising to the level of Director of Adult Education and Assistant Department Leader as a result of implementing program improvements that achieved increased student success.

COMPETENCIES

- Development of reference manuals
- Coach in legal implications
- Conduct teacher evaluations
- Fostering strong parent and staff relationships

EDUCATION

Educational Administration and Supervision: Sixth Year, 2017
University of Bridgeport – Bridgeport, CT

Master of Education: Special Education, 1995
University of Hartford – West Hartford, CT

Bachelor of Science: Accounting, 1988
Central Connecticut State University – New Britain, CT

PROFESSIONAL EXPERIENCE

SOUTHINGTON BOARD OF EDUCATION

Director of Adult Education Program, 2017- Present
Southington Board of Education – Southington, CT

- Lead, facilitate, maintain, and evaluate the operation of the Southington Adult Education Program
- Manage and maintain the adult education program and services in compliance with District, State and Federal guidelines
- Hire and support teaching and support staff
- Develop and manage annual budget
- Supervise and evaluate teaching and support staff
- Direct the development and evaluation of adult education curriculum
- Assist in the writing and procuring of grant
- Creatively seek cost effective methods and resources

**Special Education Assistant Department Chair, 2015-Present
Southington Board of Education – Southington, CT**

- Lead Administrator at Planning and Placement Team Meetings
- Actively participate in the recruitment, screening, interviewing, training and assignment of classified personnel
- Manage and supervise 35 paraeducators
- Observe, evaluate and coach teachers to improve teaching techniques
- Assign staff and students for all standardized district testing
- Lead and ensure strict adherence to Federal and State mandates as they relate to Special Education Law through maintaining a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy
- Resolution of department questions and/or conflicts with focus on positive resolution
- Coach and developer of paraeducators, teachers, peers, student teachers, and clerical staff
- Responsible for providing seamless communication between administrators, paraeducators, case managers, and teachers
- Provide department with professional development in accordance with Southington BOE initiatives and needs as it relates to school improvement process
- Develop special education programs and protocol to meet the needs of students and in alignment with Federal and State mandates
- Support students with transition to post-secondary education, employment, or independent living
- Assist and guide classroom teachers through referral process
- Overseeing special education inventory of equipment / materials
- Advocating for special education with school leadership

**Special Education Teacher, 2001-Present
Southington Board of Education – Southington, CT**

**Special Education Teacher, February 1996-2001
Meriden Board of Education, Meriden, CT**

- Develop Individualized Educational Plans for each student with SMART goals and objectives ensuring compliance and promoting educational and social development
- Earn positive verbal and written feedback from parents regarding classroom instruction and student learning success
- Work collaboratively with General Education Teachers to ensure instruction, education, and accommodations adhere with student's IEPs
- Coordinate initials, annuals, re-evaluations, and triennials for students with special needs
- Establish and maintain strong working relationships with students, teachers, faculty members and other administrative figures
- Facilitating IEP meetings using a strength based and family centered approach
- Served as an SRBI liaison among EIP Teams, administrators, and teachers
- Conduct evaluations and write detailed reports for triennial reporting and initial referrals to determine eligibility for services and plan appropriate programs
- Provide direct services to students with special needs
- Integrate technology to foster student learning
- Cultivate positive student behavior through enforcing rules for behavior and procedures to maintain a positive and productive learning environment for all students
- Perform student background reviews to develop tailored lessons based on student needs and IEPs
- Routinely meet with students' parents regarding in-class concerns and learning interruptions to discuss and develop solutions