

CAROL VOSS

2330 Derbish Way Reno, Nevada 89502 775- 770-0323

PROFESSIONAL OBJECTIVE

To utilize knowledge and skills in teaching, supervision of instruction, communication, classroom management, group process, counseling, and discipline strategies to support schools in the community

CREDENTIALS. Nevada Department of Education

- Administration, K-12
- Elementary Education, K-8, Special Education, K-12

EXPERIENCE

Washoe County School District 8/2015 to present

Classroom Teacher for special education classroom as a critical hire
in the following schools and programs:

- Vaughn Middle School – 1 year Social Intervention Program
- Robert Mitchell Elementary School - 2 years resource
- Dodson Elementary School – 4 years in Social Intervention Program

Washoe County School District Special Education Department

Department Coordinator for Professional Development 7/2010 – 7/2015

- Developed and provided training for school to implement and refine Inclusive practices for special education programs at the site level.
- Liaison with Stetson and Associates to assist with evaluations of district special education programs

CLAYTON MIDDLE SCHOOL

Principal 7/08 to 7/10

- Oversight of complete programs within the school
- Established and collaborated with Parent Organization to promote higher level of involvement in all areas of the school environment.

- Managed schoolwide budget
- Established Teacher Leadership Team to identify issue of concern, address issues and establish best practices for the teachers and programs
- Organization and supervision of all special events in school, ensuring practices to maintain safety
- Oversee teacher performance, scheduling and discipline
- Established program for Positive Behavioral Supports including re-enforcement and recognition of staff and students

SPARKS MIDDLE SCHOOL

Assistant Principal 7/07 to present

- Design staff development specific to orienting staff with the fundamentals of Professional Learning Communities
- Assisting PLC groups to access and utilize data, develop group norms, identify academic goals and maintain a productive environment

CLAYTON MIDDLE SCHOOL

Assistant Principal 8/98 to 6/07

- Supervision and evaluation of instruction
- Oversee special committees within the school ie: Advisory, Duty, Literacy, Saturday School, ect.
- Supervise and Implement curriculum projects such as READ 180 and PLATO
- Evaluate instructional need among staff and design appropriate inservice to build instructional skills, communication and overall school efficiency
- Structure, organize and supervise school wide motivational assemblies and activities
- Supervise athletic events
- Act as liaison with community leaders
- Plan, organize and conduct school wide fundraisers
- Develop and implement interventions for special education students
- Attend Discipline meetings for Special Education and general education students to examine options as needed
- Communicate school goals and priorities to parents in the school community

- Conduct conferences with parents to assure quality education for all students
- Maintain a safe and productive learning environment

HIGH SCHOOL

Dean of Students 2/98 – 8/98

- Assist with all aspects of progressive discipline for students
- Act as liaison with teachers, students, building administrators and school police
- Conduct parent conferences
- Contact parents to involve them in the solutions and resolutions of student behavior

CLAYTON MIDDLE SCHOOL

Teacher and Department Representative for Special Education. 6/95 to 2/98

- Committee Chairperson for School Wide Community Service Project
- Student Council Advisor
- Develop and implement interventions for special education students
- Assist mainstream students in regular education classes
- Responsible for special education discipline plans
- Maintain legal documentation and individualized educational plans
- Teach basic skill courses in math, reading, and English to students with learning disabilities and severe emotional disabilities

EDWARD PINE MIDDLE SCHOOL

Teacher. 9/85 to 6/95.

- Taught basic skills, courses in math, English, and reading
- Team taught social studies, and science with regular education teacher
- Taught adaptive physical education
- Responsible for special education discipline plans
- Assisted in development of study skills and advisory activities for schoolwide implementation
- Coached girls' and boys' basketball, volleyball, and track and field
 - *Student Council Advisor. 9/86 to 6/95.*
- Developed school wide student recognition programs
- Organized and managed student activities, elections, and assemblies



- Coordinated school wide fund raisers
 - Acted as faculty representative to eighth grade celebration planning team
 - Scheduled all duties for dances, field trips, and eighth grade celebration
 - *Counseling Responsibilities.* 9/90 to 6/95.
 - Coordinated scheduling of special education students
 - Assisted with counseling duties including substitute for counselor when school counselor was unavailable or absent
- Served as active counselor on crisis intervention teams

LASSEN COMMUNITY COLLEGE, Susanville, California.

Instructor. 8/84 to 8/85

- Taught basic skills classes for learning disabled adults
- Taught adaptive physical education class emphasizing sensory integration exercises
- Participated as a tester for California's Consortium for Study of Learning Disabled Adults
- Taught Inservice Course for local school district teachers

FARRER JUNIOR HIGH SCHOOL, Provo, Utah.

Teacher. 11/79 to 8/84

- Special Education teacher servicing hearing impaired, learning disabled, severe emotionally handicapped, and Chapter 1 students
- Responsible for special education discipline plans
- Department Chairman, coordinating staff, schedules, and department policy
- Taught adaptive physical education class
- Responsible for classification, scheduling, and support service programming
 - *Coordinator for Secondary Special Education Programs* 8/83 to 8/84
- Liaison between special education teachers at the secondary level and the district
- Coordinated vertical curriculum for special education students
- Developed an individualized reading skills/language arts program implemented district wide
- Provided training for district special education teachers in implementing reading program
- Assisted in developmental of a mastery math program teaming mainstream and

special needs students


WASHOE COUNTY SCHOOL DISTRICT

Examples of Leadership

- Mentor for Principal's Academy to assist in the orientation of new Assistant Principals
- Special Education Presenter for Assistant Principals
- Middle School Forum
- Middle School Athletic Board of Control
- Far West Laboratories Study Skills Team
 - *Specialized Workshops and Awards*
- Writing Across the Curriculum
- Reading Across the Curriculum
- Marzano "Classrooms that Work"
- Todd Whitaker – What Successful Teachers Do
- IDEA 2006 National Conference
- Professional Learning Communities
- Technology in Education
- Innovations and Interventions in Education
- Writing Successful Grants
- Reno Chamber of Commerce Outstanding Teacher Recognition
- Conflict Resolution
- Student Assistance Program
- Substance Abuse Prevention Training
- Assertive Discipline Training
- Nuts and Bolts of Middle Level Education

TRAINING AND EDUCATION

- Trained by Stetson and Associates as a trainer in Inclusive Practices in education
- Trained in techniques of language conceptualization as outlined by Lindamood

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- Language Acquisition Clinic
- Selected as teacher trainer and received specialized training in Madeline Hunter's Principles of Effective Instruction
 - Training by Kansas University representative for learning strategies

University of Nevada, Reno 1/2010 – 1/2013

Coursework completed as candidate for Doctoral Degree in Educational Leadership

University of Nevada, Reno.

- Masters of Education in Counseling and Educational Psychology, June, 1989.

Brigham Young University. Provo, Utah. 10/74 to 4/80

- Bachelor of Science Degree in Educational Psychology
- Certified in Elementary Education with full day practicum experience in first, third, and fourth grades
- Certified in Special Education K-12

REFERENCES: upon request

