**Emmaree M. Wilson, Ed.S.**

403 N 5th Street | Opelika, AL 36801 | emmaree.wilson@gmail.com | (334) 796-5259

**SUMMARY OF QUALIFICATIONS**

* Skilled educator with over 5 years of instruction experience
* Over 10 years of extensive training and experience in Special Education and Case Management
* Skilled in using data collection and progress monitoring to inform instruction
* Data driven decision-maker
* Knowledgeable of accessibility services, IDEA, and Section 504 of the Rehabilitation Act
* Dedication to equity and diversity

**EDUCATION**

*Auburn University* **|** Auburn, AL

**Education Specialist in Administration of Elementary and Secondary Education|** May 2022

**Graduate Certificate in Educational Leadership |** December 2020

**Intervention, Autism, and Developmental Disabilities Graduate Certificate|** August 2018

**Master of Education in Collaborative Special Education|** August 2018

**Bachelor of Science in Collaborative Special Education|** May 2017

**EXPERIENCE**

**INSTRUCTION & CURRICULUM DEVELOPMENT**

Opelika City Schools | Opelika, AL

**Special Education Classroom Teacher** | July 2017 – Present

* Provide instruction and support to students with disabilities in the general education setting, as well as the resource classroom
* Provide the necessary information to the classroom teacher prior to the child entering the general education classroom regarding the student’s disability, medical concerns, and assistive technology.
* Serve as the case manager for the development, implementation, and time management, and evaluation of legal documents (students’ Individualized Education Plans).
* Collaborate with general education teachers in accommodating and/or modifying the curriculum and monitoring the overall progress of the student.
* Develop schedules and supervise plans for paraprofessionals.
* Complete and maintain all assigned student’s records (i.e., IEP, ESYP, documentation, progress report, behavior intervention plan, etc.).
* Maintain scheduled contact with students’ parents or guardians regarding progress, concerns, and recommendations.
* Maintain a collaborative relationship with general educators, other special educators, administrators, and students.
* Practice collaborative teaching when introducing new topics, either with small groups or whole class activities.
* Demonstrate knowledge of each secondary subject area to effectively assist and facilitate students and teachers in inclusion and equity in the general education setting.
* Promote student-centered learning by engaging in explicit instruction, allowing for student autonomy, and encouraging self-reflection, and inspiring inclusion.
* Sought, attended, and adhered to professional development required by the state department of education, as well as any other programs that will benefit the classroom.

Auburn City Schools | Auburn, AL

**Long Term Substitute Special Education Teacher** | April 2017 - May 2017

* Provided instruction and support to students with disabilities in the general education classroom setting
* Collaborated and commonly planned with general education and other special education teachers to ensure lessons were effective and inclusive.
* Communicated with parents to provide feedback and reports on student progress.
* Planned lessons that utilized a variety of teaching styles to fit individual student need, resources, time, and teacher skill.
* Accommodated lessons to make instruction accessible for each individual student.
* Provided optimal, student-centered learning environment for each student.

Auburn City Schools | Auburn, AL

**After-School Program Teacher** | August 2015 – January 2017

* Provided students with support and assistance with assignments
* Assisted students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, language, spelling, facilitating activities, motor perception programs, colors, number charts, etc.) for the purpose of presenting and/or reinforcing learning concepts and reaching their academic goals and potential.
* Attended meetings with site principal and after school program director, after school staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities and learning new instructional techniques.
* Maintained classroom equipment, work area, students’ files and records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, emergency cards, audio visual equipment, etc.) for the purpose of ensuring availability of items and providing reliable information.
* Monitored individuals as well as groups of students in a variety of settings (e.g. classroom, playground, library, etc.) for the purpose of consistently enforcing school rules and procedures regarding student behavior and participation and provided a safe, respectful and positive multicultural learning environment.
* Performed record keeping and clerical functions (e.g. copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records and materials to help students succeed.
* Promoted good habits for the purpose of improving students’ outcomes and encouraging student development.

**COORDINATION & ACCESSIBILITY**

Auburn University Eagles Program | Auburn, AL

**TES Curriculum Coordinator** | June 2019 – July 2019

* Developed interactive curriculum to enhance student growth across multiple domains.
* Developed engaging lessons for each new course to promote academic enrichment for college students with disabilities.
* Ensured curriculum was focused on personal and social skills in conjunction with academic skills.
* Encouraged autonomy through student-centered planning of instruction.
* Inspired generalization of learned skills thorough the utilization of application activities.
* Integrated work experience into lectures by incorporating life-skills and hands-on practice into each lesson.
* Supported job coaching by consolidating class topics with occupational requisite.
* Promoted inclusion across campus, and with outside organizations and businesses by collaborating to encourage partnerships between students and organizations.

Therapeutic Camp | Auburn, AL

**Summer Camp Counselor** | June 2015 – June 2019

* Coordinated and assisted with camp activities for teenagers and adults aged 14 and up with physical and cognitive disabilities.
* Provided oversight to a Parks and Recreation activity, including supervising activity participants, enforcing organizational guidelines, and ensuring all appropriate safety standards.
* Assisted with camp recreation, cultural arts, rehabilitative or other related recreation activities to promote a professional presentation of such activities.
* Promoted an environment of participation in which all interested citizens may participate in a scheduled activity.
* Provided guidance to individual recreation participants by preparing and teaching life-skill lessons.
* Performed demonstrations of assigned activities and participated in games and other events.
* Documented any accident, incident, or failure to adhere to set polices and inform Parks and Recreation administrative staff as necessary.
* Provided needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar positions.
* Kept immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
* Attended meetings and training sessions as necessary, and remained current on the principles, practices, and new developments in assigned work areas.
* Established and maintain effective working relationships with other department and city employees, members of community organizations, and the public.
* Responded to parents' questions and comments in a courteous and timely manner.
* Performed other related duties as assigned to assist the director and camp members.

**ASSESSMENT AND PROGRAMMING**

*Opelika High School* | Opelika, AL

**Testing Supervisor | Auburn University Testing Services |** 2017- Present

* Administered group standardized tests in accordance with state testing programs such as the SAT, ACT, Workkeys, etc.
* Supervised testing room for students taking standardized tests to ensure students had a safe and quiet environment to complete testing.
* Ensured staff proctors were following all testing procedures and protocols.
* Work with testing administrator to make sure all students are in the correct place during testing.
* Used critical thinking skills to provide testing accommodations for students such as additional time, reading questions, and allowing additional breaks when needed.

**LEADERSHIP AND DIVERSITY**

Opelika City Schools | Opelika, AL

**Head Cheerleading Coach** | July 2017 – Present

* Teaching the fundamentals of cheerleading while considering each cheerleaders personality, individual needs, and learning style.
* Guiding, mentoring, and developing athletes into future leaders.
* Managing and organizing events and appearances in the school as well as partnering with stakeholders to help promote community involvement.
* Leading the members of the team as well as Assistant Coaches while providing consistent assistance with all affairs of the Opelika Varsity and Freshman Cheerleading Teams.
* Delivering effective and individualized teaching styles to ensure all members understand the material.
* Provide constructive criticism to adults and students to ensure effective collaboration and year-long growth.
* Development of GPA monitoring program to efficiently monitor all athletes GPA to provide tutoring services to any students in need.
* Responsible for independently planning and orchestrating travel and trips for a minimum of 24 athletes.

**INTERNSHIPS AND PRACTICUMS**

Opelika City Schools | Opelika, AL

Internship

Auburn City Schools | Auburn, AL

Internship and Practicum

Lee County Schools District| Smiths, AL

Practicum

**PROFESSIONAL MEMBERSHIPS | COMMUNITY AFFILIATIONS**

* Council for Exceptional Children 2016 - Present
* Treasurer of Opelika Education Association (OEA) 2018- Present
* Head Cheerleading Coach at Opelika High School 2017- Present
* Open Door Volunteer 2012-Present
* Alabama Education Association 2017-Present
* Member Delta Sigma Theta Sorority Inc. 2016- Present

**PROFESSIONAL DEVELOPMENT**

* Annual Transition Conference
* Administrative Certificate
* Behavioral Management Certification (Dr. Simpson)
* Intervention, Autism, and Developmental Disabilities Certification
* Lightspeed Certified (presented to all teachers at Opelika High School)
* Restraint Trained (Managing Crises Safely)
* Completed Global Education Studies in South Korea
* Capstone Presenter (June 2022)

**TECHNOLOGY PROFICIENCY**

* Degree Works
* Blackboard
* Canvas
* Qualtrics
* SPSS
* Macmillan Learning
* Handshake
* Zoom
* Panopto
* Canva
* Envision
* Adobe PDF Forms
* Google (Forms, Docs, Calendar, Classroom, etc.)
* Microsoft Office (Excel, PowerPoint, Outlook, Word, Teams, Publisher, Access)
* SETs
* INow
* PowerSchool
* Box

**OUTSTANDING ACHIEVEMENTS & CERTIFICATIONS**

* 6A Southern Region Champions (1st time Opelika High School cheerleaders have ever won a regional competition)
* 4.0 GPA Summer 2020 – Spring 2022

**REFERENCES**

Dimple Patel | Opelika, AL

Mentor Teacher at Opelika High School

(334) 384-6552

Heather Lindsey | Opelika, AL

Special Education Department Head at Opelika High School

(334) 703-5565

Ellen Hahn | Auburn, AL

Primary Advisor at Auburn University

(706) 573-7563