

Nicole C. McDowell

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Objective

To obtain a position where my demonstrated skills and successful experiences promote and contribute to student achievement.

Qualifications

Twelve years of successful experience in the educational setting. Demonstrated ability to manage people and projects simultaneously, while exceeding employer expectations. A highly motivated, results orientated leader and team player with excellent leadership, interpersonal, negotiating and problem solving skills.

Professional Experience

Milwaukee Public Schools- Department of Parent and Student Services 2006-Present

Student Services Coordinator

- Coordinate and implement the district's Chapter 220 Program.
- Register and assign late enrollees and adjudicated youth.
- Coordinate the expulsion review panel for students under expulsion from other school districts looking to enroll into Milwaukee Public Schools.
- Coordinate and resolve student to student sexual harassment complaints.
- Provide training to district administrators on the student to student sexual harassment policy.
- Coordinate the enrollment and the dismissal process for an alternative or partnership schools.
- Coordinator of the Creative Option Seat Program.
- Assist in the districts enrollment and registration process.
- Develop and maintain records related to assigned duties.

Hopkins Street Elementary School

2005-2006

Special Education Teacher

- Administered curriculum for 5th through 8th grade Special Education Students (emotionally disturbed, other health impairment and cognitive disabled).
- Developed lesson plans and instructed all major subject areas including reading, writing, math, science and social studies.
- Assessed student's abilities and evaluated performance.
- Developed Individual Educational Plans, Functional Behavior Assessments and Behavioral Intervention Plans to monitor student's progress.
- Counseled students and parents to resolve learning and discipline problems.

Milwaukee Urban League Academy of Business and Economics

2003-2005

Special Education Coordinator

- Managed and supervised Special Education Team and related service providers.
- Provided leadership as a member of the school leadership team, behavior support team, diagnostic review team, and charter renewal committee.
- Monitored and maintained records on attendance, discipline transportation and current demographics of students with disabilities utilizing the following computer software programs: SASI, Oasys and Class XP student database systems.
- Conducted state's Child Find policy for the district.
- Planned and implemented Individualized Educational Plan development and update annual reviews and three-year reevaluations.
- Facilitated and promoted communication between administration, parents and staff encouraging frequent and useful exchanges in meeting the needs of students with disabilities.
- Coordinated professional development activities to increase classroom effectiveness for students with disabilities.
- Determined placement for special education students within the district.

- Informed principal and staff of relevant state and local regulations governing special education.

Milwaukee Urban League Academy of Business and Economics

2002-2003

Fifth Grade Teacher/ Special Education Teacher

- Provided instruction in math, reading, language arts, science and social studies in a motivating and effective manner.
- Implemented a variety of instructional methodologies and curriculum resources to present to students.
- Administered student assessments to track student progress.
- Opened and maintained lines of communication with parents through conferences, phone calls and letters about their child's progress.
- Provided modified instruction for students with disabilities affecting learning, attention, social functioning and self-regulation, 1 to 1 assistance and small group.
- Collaborated with classroom teachers and specials teachers to assist students with difficulties and vulnerabilities to become increasingly active and successful.
- Supported parents of students with disabilities by inform them of special education laws and rights of students with disabilities.

Oliver Wendell Holmes Elementary School

1996-2002

Special Education Teacher

- Administered curriculum for K-5 through 3rd grade Special Education Students (emotionally disturbed, other health impairment and cognitive disabled).
- Developed lesson plans and instructed all major subject areas including reading, writing, math, science and social studies.
- Assessed student's abilities and evaluated performance.
- Developed Individual Educational Plans, Functional Behavior Assessments and Behavioral Intervention Plans to monitor student's progress.
- Counseled students and parents to resolve learning and discipline problems.

Harambee Ombudsman Project

1995-1996

Foster Care Case Manager

- Solicited foster home recruitment to determine suitability for youth and families.
- Provided case management services.
- Conducted presentations and interactions in court proceedings.
- Developed programming to assist youth in transitional living situations.

Education and Training

- **Administrative Certification- 80, 51 and 10-** National Louis University- July 2008
- **Master Degree in Educational Leadership-** National Louis University- March 2008
- **Masters Degree in Curriculum and Instruction-** Concordia University- May 2005
- **Special Education Certification K-8th - CESA#1-** May 2005
- **Bachelors in Sociology-** Cardinal Stritch University- May 1995

References

Available upon request.