

# ***Melissa Carbone***

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## **CERTIFICATION**

Comprehensive Special Education, Grades K-12 (165)

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## **EDUCATION**

**University of Saint Joseph College**, West Hartford, CT (2003-2008)

**B.A. in Psychology**

**University of Saint Joseph College**, West Hartford, CT (2009-2011)

**Master of Arts: Special Education**

**Sacred Heart University**, Fairfield, CT (2016-Present)

**092 Administrative Leadership**

## **PROFESSIONAL EXPERIENCE**

### **Lead Teacher**

*Chamberlain Elementary School*, New Britain, CT August 2016-Present

- Work collaboratively with school-based administration to enhance staff's professional practice in alignment with results of data driven decision making.
- Facilitate in school data meetings for social emotional, instructional, and attendance.
- Assist in the identification, design and facilitation of professional development.
- Work with school administration and leadership team to develop, implement, evaluate, and revise school improvement plan.
- Serves as an official liaison between the school and the Department of Academics, and Pupil Services.
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### **K-5 Special Education Inclusion Teacher**

*Chamberlain Elementary School*, New Britain, CT August 2016-Present

- Provide specialized instruction in a small group setting.
- Collaborate with regular education teachers on developing strategies, modifications, and accommodations for students with an IEP.
- Administer standardized testing to determine special education eligibility and for diagnostic purposes.
- Develop and implement Individual Education Plans for special education students.
- Attend and participate in Planning and Placement Team meetings.
- Supervise paraprofessionals in classroom duties.

### **SED Special Education Teacher**

*Chamberlain Elementary School*, New Britain, CT August 2014-June 2016

- Provide specialized instruction in a self-contained classroom setting.

- Administer standardized testing to determine special education eligibility and for diagnostic purposes.
- Develop and implement Individual Education Plans for special education students.
- Attend and participate in Planning and Placement Team meetings.
- Supervise paraprofessionals in classroom duties.

### **Grade 1 -3 Regular Education Writing Teacher (Project Child)**

*Chamberlain Elementary School*, New Britain, CT

August 2013-June 2014

- Provide instruction to grades 1-3 in the mechanics of writing.
- Develop station work in order to represent the project child model.
- Monitor behaviors, and implement IEP's in the regular education classroom setting.
- Differentiate the writing curriculum for students of all levels especially enrichment students.
- Comprise data of writing scores, and standardized test scores, in order to improve students' scores, as well as instruction.

### **Preschool Peer Model Teacher**

*Chamberlain Elementary School*, New Britain, CT

August 2012-June 2013

- Implement the preschool curriculum for peers and special education students.
- Provide specialized instruction for students requiring an IEP with goals and objectives.
- Attend and participate in Planning and Placement Team meetings.
- Differentiate the preschool curriculum in order to fit the needs of all students.

### **Summer School K-1 Regular Education Teacher**

*Chamberlain Elementary School*, New Britain, CT

July 2012-August 2012

- Provide literacy instruction for students deficient in the DRA assessment.
- Differentiate instruction in literacy to meet the needs of all students.
- Assess students in phonic awareness, DRA, and comprehension.

### **Kindergarten Special Education Inclusion Teacher**

*Chamberlain Elementary School*, New Britain, CT

April 2012-June 2012

- Provided specialized instruction in both the regular education setting as well as resource room.
- Administered standardized testing to determine special education eligibility and for diagnostic purposes.
- Developed and implemented Individual Education Plans for special education students.
- Attended and participated in Planning and Placement Team meetings.
- Attended transition PPT's and individualized student visits to help transition students from the elementary to middle school level
- Administered the *Developmental Reading Assessment (DRA)* to identify student reading levels as well as areas of strength and weakness.

- Supervised paraprofessional in classroom duties.

### **Long Term Leave 5<sup>th</sup> grade Classroom Teacher**

*Holmes Elementary School, New Britain, CT*

January 2012-April 2012

- Implement the 5<sup>th</sup> grade curriculum to students in the regular education setting.
- Monitor behaviors, and institute behavioral goals in the classroom.
- Modify work for the special education students based on their IEP goals and objectives.

### **1:1 Teaching Assistant, Life Skills self-contained classroom**

*The Gengras Center, West Hartford, CT*

September 2008-July 2011

- Provide student support during daily school activities including academic, behavioral, and social/emotional based on IEP goals
- Assist classroom teacher with development and implementation of curriculum
- Provide instructions on daily living skills
- Conduct 1:1 and small group instruction both academically and socially based on student IEP's
- Use of assistive technology
- Implement Speech Therapy, Occupational Therapy, and Physical Therapy programs
- Data collection
- Attend professional development throughout the year
- Continue support during summer program

## **RELATED EXPERIENCE**

### **PTO Treasurer**

*Chamberlain Elementary School, New Britain*

September 2013- Present

- Attend monthly PTO meetings and plan activities for students and staff at the school.
- Monitor the money, deposit all monies, while keeping a running record of spending.

### **SCERTS Professional**

*District of New Britain*

September 2012- June 2013

- Observe deregulated students in the district and provide a plan of action in order to insure successfulness in the classroom.
- Meet with teachers to help implement strategies for challenging students.

### **Student Teacher**

*Holmes Elementary School, New Britain, CT*

Fall 2011

- Design and implement daily lesson plans for middle school students with disabilities based on IEP goals.
- Work in an 3<sup>rd</sup> and 5<sup>th</sup> grade classroom, co-teaching setting.



- Design and implement Behavior Intervention Plans.
- Attend planning and placement team meetings.
- Attend professional development workshops.
- Support students in the general education classroom.

### ***AWARDS***

- 2016-2017 Torches to Light the Future Award
- 2017-2018 Chamberlain Elementary Teacher of the Year

### ***ACTIVITIES***

- **Special Olympics Coach/Volunteer-** Floor Hockey/Soccer  
*Gengras Center* January 2009-June 2011
- Respite Services- Students with Autism September 2009-June 2012  
All over Connecticut  
Provide Activities of daily living skills in the home environment

### **REFERENCES**

Furnished upon request

# Denise Congdon

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## SUMMARY OF QUALIFICATIONS

- ❖ 6 years experience as an out-of-district placement specialist
- ❖ 15 years experience as a special education teacher in private and public education settings, in both urban and suburban school districts
- ❖ Experienced compliance monitor with excellent compliance rates
- ❖ Commitment to equity and student-centered decision making

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## EDUCATION

<b>Sacred Heart University</b> Educational Leadership	2017-2018
<b>Southern Connecticut State University</b> Master of Science in Special Education	2003-2004
<b>Central Connecticut State University</b> Bachelor of Science, Special Education Concentration: Mathematics and Reading	1996-2001

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## PROFESSIONAL EXPERIENCE

<b>Hartford Public Schools</b> , Hartford, CT <b>Out-of-district Placement Specialist</b> <i>Hartford Public Schools, Central Office</i>	2013-Present
<ul style="list-style-type: none"><li>❖ Collaborate with charter, magnet, and APSEPs, to schedule and conduct PPTs, complete IEPs and supporting documents, and monitor IEP implementation</li><li>❖ Review student records, evaluations and data to determine appropriate school placements with consideration of LRE</li><li>❖ Assist with transitioning students from APSEPs into in-district programs</li><li>❖ Maintain open communication with parents, surrogate parents, community agencies, and attorneys to ensure stakeholder input in all decision-making</li><li>❖ Coach special education teachers on data collection, progress monitoring, and writing clear goals and objectives aligned to students' academic and social-emotional needs</li></ul>	
<b>Special Education IEP Compliance Monitor</b> <i>Burns Latino Studies Academy, McDonough Middle School</i>	
<ul style="list-style-type: none"><li>❖ Collaborated with Special Education department on IEP compliance</li><li>❖ Reviewed IEPs, provided feedback to case managers and finalized IEPs in Frontline</li><li>❖ Completed monthly compliance report and submitted to the district compliance team</li><li>❖ Coached case managers to meet state and federal regulations</li></ul>	

### **Special Education Teacher**

*Betances STEM Magnet, Annie Fisher Montessori Magnet, McDonough Middle School*

- ❖ Evaluated students and determined Special Education eligibility
- ❖ Developed and implemented IEPs with ongoing data collection and progress monitoring of goals and objectives
- ❖ Co-planned and co-taught with Math and ELA teachers, providing modifications and accommodations and engaging instruction to support student learning
- ❖ Coached classroom teachers on highly effective differentiated instruction techniques
- ❖ Collaborated with Instructional Coaches to develop school-wide MTSS structures
- ❖ Implemented SPIRE reading program and supported colleagues with implementation

**Bristol Public Schools**, Bristol, CT

2010-2013

### **Special Education Teacher**

*Bristol Central High School, Chippens Hill Middle School*

- ❖ Trained in AVID and utilized strategies in co-taught classes
- ❖ Participated in data teams to monitor student progress and inform instruction
- ❖ Utilized PBIS strategies to recognize and support student behaviors
- ❖ Implemented Wilson Reading program
- ❖ Facilitated workshops on Literature Circles for all learners to access complex text

### **Special Education Tutor**

- ❖ Provided one-to-one instruction for students who require homebound tutoring
- ❖ Collected data frequently to assess progress and adjust instruction
- ❖ Communicated with classroom teachers on students' progress and collaborated to align instruction to district curriculum

**Wheeler Clinic**, Plainville, CT

2001-2010

### **Special Education Teacher**

*Northwest Village School*

- ❖ Taught a self-contained classroom of students grades 4-6
- ❖ Trained in MOAB and effectively utilized behavior management program in the classroom
- ❖ Coached and supervised classroom teaching assistants
- ❖ Attended PPTs with students' LEAs, providing written reports on student progress
- ❖ Secured funding for CT River Salmon Restoration Program and Mohegan Pequot Tribe Project to provide engaging learning experiences for students outside of the classroom

**Plainville Public Schools**, Plainville, CT

2002-2013

### **Adult Education Teacher**

*Plainville High School*

- ❖ Taught math to adult students pursuing their GED
- ❖ Designed and implemented lessons to meet individual needs and interests
- ❖ Prepared students for GED exam