

April 20, 2015

Charles Glaes, Superintendent  
Vicksburg Community Schools  
301 S. Kalamazoo Avenue  
Vicksburg, MI 49097

Dear Superintendent Glaes:

The opportunity to continue my affiliation with the Vicksburg Community Schools as the Curriculum Director is extremely exciting. My experience, expertise, and professional focus are a strong match for the demands of the position, the needs of our students and families, and the mission and vision of the district. As a member of the Vicksburg Community Schools, I have greatly appreciated the opportunity to be a part of an educational community that supports me in growing professionally. I have found that the honesty, integrity, collaboration, camaraderie, and leadership within the district provide what I need to perform at my best.

As the Director of Special Education in the KRESA Southern Service Area for the last six years, I have proven my leadership abilities and demonstrated my skill in working with students and families, teachers, itinerant and support staff, and district and building administrators to develop and implement educational planning for all students in our districts. I worked collaboratively with staff and administration to expand the framework of service delivery not just for students with IEP's but for all students in need of interventions, supports, and extension. Specifically in the area of School Improvement, we have established internal review processes and structures to support program planning, implementation, and evaluation both at the building and district levels. Within the special education department, we have worked to integrate the special education monitoring system (CIMS) into the *Gather, Study, Plan, Do* process of school improvement. To document the processes and procedures in our districts, we have developed guidelines and manuals for Core Programming, Section 31a, Section 504, Special Education, and Title I.

Being a Special Education Administrator for the last 15 years has been both challenging and rewarding as well as a tremendous opportunity for professional growth. As I consider the next several years of my career, I would like the opportunity to be in an administrative position in which the focus of my work is with staff, administrators, and families to create an educational environment where students and staff can reach their potential. The mission of the Vicksburg Community Schools, "*To maximize the success and potential of each student*", directly aligns with my professional mission. As the Curriculum Director for Vicksburg Community Schools, I believe my experience, skills, and beliefs will support the district in achieving its vision of "*All students graduate career and college ready*".

Enclosed is my resume for your review. I would enjoy meeting with you and the members of the selection committee to share my ideas and excitement for this new opportunity. I look forward to hearing from you to set up an appointment.

Sincerely,



Gail Van Daff  
Enclosure

---

## Gail C. Van Daff

---

12653 G Avenue • Augusta, MI 49012  
Home • (269) 731-3025 Office • (269) 323-5012

### *Career Objective*

---

To obtain an administrative position that allows me to work with administrators, staff, students, and families to create a learning environment in which all students have the opportunity to be successful.

### *Education*

---

*MASTER OF EDUCATION*, 2001  
Grand Valley State University, Grand Rapids, MI  
Major: Special Education Administration

*MASTER OF ARTS*, 1990  
Western Michigan University, Kalamazoo, MI  
Major: Special Education, Learning Disabilities

*BACHELOR OF SCIENCE*, 1985  
Western Michigan University, Kalamazoo, MI  
Major: Special Education, Mentally Impaired  
Minors: Science and Mathematics Education, Elementary Education

### *Certification*

---

- Michigan Continuing Certificate  
All subjects, Grades K-8; Science and Mathematics, Grades K-9;  
Special Education, Grades K-12, Mentally Impaired and Learning Disabilities
- Supervisor of Special Education
- Director of Special Education
- Central Office Administration

### *Professional Experience*

---

*2009-Present, DIRECTOR OF SPECIAL EDUCATION*  
KRESA Southern Service Area  
8107 Mustang Drive • Portage, MI 49002

Areas of Responsibility:

- Administration of special education programs within Portage, Schoolcraft, and Vicksburg School Districts
- Administration of Title I programs and services in Portage and Vicksburg
- Administration of Section 31a services in Portage and Vicksburg
- Section 504 District Coordinator
- MTSS Liaison and District Team member in Portage and Vicksburg
- Budget development and oversight – Special Education, Title I, and Section 31a
- CIMS and Focus Monitoring Coordination and Implementation
- Promote and support general education and special education collaboration
- District-level School improvement
- Professional Development for special and general educators and administrators
- Member of LEA Administrative Teams

*2000-2009, SUPERVISOR OF SPECIAL EDUCATION*  
Calhoun Intermediate School District  
17111 G Drive North • Marshall, MI 49068

Areas of Responsibility:

- Supervision of special education programs within Battle Creek Public School District, (2007-2009)
- Supervision of special education programs within Lakeview School District, two Public School Academies, and three parochial schools (2000-2007)
- Direct supervision of ISD itinerant staff and indirect supervision of special education teachers and special education paraeducators



- School improvement, standards-based instruction, and curriculum development
- Professional Development for special and general educators and administrators
- Administrative Liaison, School Social Work Professional Team

2005-2007, *Adjunct Instructor*

Miller College  
Battle Creek, Michigan

Areas of Responsibility:

- Designed and taught:
  - EDUC 431, Learning Disabilities: Theory to Practice
  - EDUC 432, Special Education Curriculum & Methods
- Designed
  - EDUC 402, Classroom Management

1986-2000, *Battle Creek Public Schools* • Battle Creek, MI 49017

*Special Education Resource Teacher and Department Chairperson, 1996-2000*  
Battle Creek Central High School, Grades 9-12

*Special Education Resource Teacher, 1993-1996*  
Wilson Elementary School, Grades 2-6

*Special Education Resource Teacher, 1986-1993*  
Northwestern Junior High, Grades 7-9

1985-1986, *Teacher of the Educable Mentally Impaired*

Gier Elementary School

Hillsdale Community Schools • Hillsdale, MI 49242

## ***Professional Affiliations***

---

- Michigan Association for Administrators of Special Education (MAASE)
- Michigan Association of State and Federal Program Specialists (MAS/FPS)
- Council for Administrators of Special Education (CASE)
- Council for Exceptional Children (CEC)

## ***Competencies/Special Training***

---

Facilitator:

- CIMS and Focus Monitoring, OSE-EIS
- Classroom Management Training
- Co-Teaching
- Data Collection and Assessment
- Differentiated Instruction
- Discipline in Special Education
- Extended School Year Process
- Five Dysfunctions of a Team
- IDEA and the Role of the General Educator
- Measurable Goals
- Michigan Merit Curriculum
- ParaReading Training for Paraeducators
- Providing Accommodations in the General Classroom
- School Improvement and Special Education
- Special Education Service Delivery Analysis
- Standards-Driven IEPs
- Statewide Assessment Options
- Title I Program Evaluation and Planning

Participant:

- Choice Theory/Responsibility Training
- Cognitive Coaching
- Core Plus Mathematics, Courses 1 and 2
- Kagan Cooperative Learning
- Leading in a Culture of Change
- MiBLSi, School and District Levels
- MMSD Math Conference
- RTI and PLCs, Solution Tree
- Self-Determination Strategy Development
- Secondary Transition
- Universal Design for Learning

## ***Credentials***

---

- Grand Valley State University, Placement Services, Allendale, MI 49401
- Western Michigan University, University Placement Services, Kalamazoo, MI 49008