BETH MENDONCA

ACCOMPLISHMENTS

- Became partner at *The Principal's Office, LLC* October 2010
- Development and Implementation of SES Program
- Development and implementation of a Campus Vocational Program on the ABA Tempe Campus which provided needed curriculum for the students with cognitive disabilities
- Doubled the size of the student population on the ABA Tempe Campus in less than a two year period by successfully influencing, leading, and managing people and projects
- AIMS testing coordinator for ABA Schools for two years
- *9 Essential Skills for the Love and Logic Classroom* Independent Facilitator
- Responsible for designing and developing the *Arwood-Malcom Educational Center* on the Georgia Baptist Children's Home, Palmetto campus which provided residents a successful alternative to the public school setting
- Support Service Staff of the Year 1996 – *Georgia Baptist Children's Home*
- Teacher of the Year 1992 – *Creekside High School*
- Teacher of the Year 1988 – *Palmetto High School*
- Received Second Place out of 75+ participants in the Douglas County Instructional Fair in 1983

PROFESSIONAL EXPERIENCE

The Principal's Office, LLC 2009 – Present

Educational Consulting firm providing professional development, RTI services (both direct services and coaching models), Special Educational Services, and Supplemental Educational Services.

- Development and implementation of RTI program to meet the needs of under-performing students in six charter schools
- Provide "coaching" to schools to help set up RTI programs
- Assisted in the development and implementation of SES program
- Maintaining positive relationships with clients
- Currently assisting in the development of *The Learning Center of Arizona*

Burke Basic School 2008 – 2009

3rd Grade Teacher

- Planned and implemented lesson plans based on *Arizona Standards* and Curriculum Maps
- Successfully supervised classroom of 33 students, all initially below grade level
- Maintained student records
- Established a behavioral program within the classroom setting in order to provide an environment conducive to learning

Centene Corporation/ABA Schools, Tempe, AZ 2005 – 2008

Private-day placement school for elementary, junior high, and high school students attending school districts in the East and Central Valley. The programmatic focus included specialized academic and behavioral supports for students identified with Autism, Multiple Disabilities, and Mild to Moderate Development Delays. The site had five classrooms with a total capacity of around 42 students, and staff to student ratios of 1:3.

Campus Administrator

- Provided administrative oversight of the Tempe Campus.
- Major duties included the daily management of the ED, Autistic, and Vocational Program, operations, and personnel in accordance with established policies and procedures.
- Developed and maintained relationships with account contacts.

- Served as a resource regarding learning disabilities, behavioral management techniques, and other educational issues. Trained and supported professional and paraprofessional staff on appropriate student behavior and risk management procedures.
- Ensured compliance with State and Federal regulations regarding Individualized Education Plans. Monitored and maintained accurate and complete classroom and student records.
- Assumed all teacher responsibilities as needed.

Georgia Baptist Children's Home and Family Ministries, Palmetto, GA **1993 – 2005**

Georgia Baptist Children's Homes and Family Ministries, Inc. is a ministry of services designed to promote the spiritual, physical, and emotional well being of children, youth and families.

Program Specialist/Lead Teacher

- Established the Arwood-Malcom Educational Center on the Palmetto Campus of the Georgia Baptist Children's Home and Family Ministries.
- Developed and implemented curriculum, maintained student records and served as part of the residents' treatment team.
- Served as the educational liaison between the GBCH and the public school system.
- Supervised other teachers, TA's and Behavioral Specialists.

Fulton County School Board, Fulton County, GA **1983 – 1993**

High School Special Education Teacher

- Performed the duties of a classroom teacher which consisted of developing and implementing lesson plans to meet the specific goals and needs of each student.
- Maintained classroom discipline and structure.
- Wrote and implemented students' Individual Education Plans.
- Served as Senior Class Sponsor, Drill Team Coach and worked in the Extended Day Program.

Douglas County School Board, Douglas County, GA **1981 - 1983**

Middle School Special Education Teacher

- Performed the duties of a classroom teacher in a self-contained classroom setting.
- Developed and implemented lesson plans.
- Responsible for the development and execution of students' Individual Education Plans.
- Served as Cheerleading Sponsor.

EDUCATION

West Georgia College – B.S. in Education, with emphasis in Special Education

University of Phoenix/Grand Canyon University – currently working toward Master's degree in Administration and Supervision

Additional Relevant Trainings-

- *Tools for Teaching* – Fred Jones
- *Love and Logic in the Classroom*
- Leadership Through People Skills
- Leadership Institute
- Crisis Prevention Intervention (CPI)
- Current CPR/First Aid Certification
- Systematic Training for Effective Teaching
- Strategies for Teaching Reading (grades K – 12)

ADDITIONAL INFORMATION

- Current *Georgia Educator Certificate* - Mental Retardation (P – 12) expires 6/30/10
- State of Arizona Department of Public Safety – Finger Print Clearance Card (expires 02/21/2012)