**Rachael Lyon Robinson**

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**2012-Present**

**Director, Continuing Education**

***University of West Georgia***

Supervise and collaborate with instructors and Continuing Education staff to plan and execute course offerings.

* partner with Office of Field Experience to develop training for edTPA to support principals, mentor teachers and induction certified teachers
* institute new programs in personal development, professional and business training
* develop certificate program in Photography
* partner with new provider to offer technology certificates such as Microsoft SQL, and Comptia A+, Net+ and Security+ previously only available in Atlanta.
* expand Certified Nurse Assistant Program
* expand both face-to-face and remote training simultaneously for businesses with satellite offices.

Maintain department budget which average approximately $250,000 per year with $450,000 reserve.

* increase revenue by bringing in new business partners and UWG campus partners.
* increase conference revenue by adding 3 new conferences by the end of FY 15

Hire and supervise all full time staff and instructors

* hire new instructors.
* reorganize the department to create a Program Specialist to handle marketing and personal enrichment course offerings
* receive grant for student research assistant

Lead marketing campaign for current course offerings and to solicit new opportunities

* redesign and implement marketing materials
* increase social media and email campaigns.
* expand use of print advertisements and flyers targeted to specific demographics
* redesign web site to be complete by August, 2014

Develop new business opportunities by communicating with areas industries, groups and organizations

* provide technology certification as a result of needs assessment with companies such as Greenway and Systems and Methods, Inc (SMI)
* provide new training for businesses such as Georgia Power, Superior International Industries and Carroll County Recreational Department.

Organize professional conferences and events both on campus and throughout Georgia

* negotiate contracts with hotels
  + lead team for web site development
  + negotiate with all campus departments, including food, technology services, and facilities
  + provide onsite services for support services conference
  + execute three new conferences by the end of Fiscal Year 2015

Lead department in creation of Strategic Plan which flows into both the University Strategic Plan and the Southern Association for Colleges and Schools (SACS) plans

* conduct period needs assessment of stakeholders
* create measurable goals
* implement evaluation system which includes course evaluation and budget analysis
* document results and adjustments based upon those results.
* improve continuously through regular periodic review of goals and data by all full time staff members.
* create and revise policies and procedures in accordance with the Georgia Board of Regents, the University of West Georgia to serve the needs of the Department of Continuing Education.

Teach courses in test preparation and communication

Serve in leadership areas at both University and Board of Regents level.

* President’s Innovation Squad
* Logistics Team, Presidents Leadership Development Institute
* Secretary, Georgia Board of Regents Continuing Education Association

**2007-2012**

**Director, Pre-Kindergarten/Faculty Instructor/Field Experience Coordinator and Supervisor**

***University of West Georgia***

Supervised and lead a Georgia Lottery-funded UWG Pre-Kindergarten, including:

* + maintained the funding grant,
  + supervised all teaching and administrative personnel,
  + communicated among the Pre-Kindergarten, the College of Education, and the Georgia Department of Early Learning and Care- Bright From the Start. (DECAL-BFTS),
  + lead the Pre-Kindergarten through the accreditation process for the National Association for the Education of Young Children (NAEYC)- an elite, national accreditation for early childhood educational programs,
  + partnered with Bright From the Start (BFTS)
    - UWG Pre-K designated as a *Georgia Demonstration Site*

Supervised undergraduate students in Field Experience both in the Pre-Kindergarten and in area schools (Early Childhood Education Blocks 1-4, Art and Music Education)

* reorganized supervision process for Block 1 students, creating a practicum-style course
* formed and reinforced partnerships among regional school systems
* supervised adjunct supervisors, supporting them as they identified students needing extra support
* reorganized and revamped Professional Development Plan process in which students who demonstrate need for extra support are provided a specific improvement plan, reflecting improvement plans used for teachers by school systems.
* coordinated communication among professors and support departments regarding students with Professional Development Plans

Taught courses in Early Childhood Education

* Classroom Management
* Practicum 1
* Children’s Literature

Represented the University of West Georgia in the DECAL Infant/Toddler network and obtained certification in the Program for Infant and Toddler Care (PITC)

Participated in research

* presented at a conference- Association of Literacy Educators and Researchers (ALER)

Served on college and university-level committees

* two search committees for Chair of Department of Curriculum and Instruction
* chaired committee for Young Artists competition for the College of Education
* search committee for Associate Professor in the Department of Early Learning and Childhood Education

**2003-2004**

**Administrative Consultant, Grades K-12**

***Oak Mountain Academy***

Chaired accreditation committee which elevated the Georgia Accrediting Commission (GAC) accreditation status for the school from "Provisional Accreditation"(lowest rating) to "Accredited with Quality"(highest rating)

Assessed, purged and corrected all records, including financial, student, and personnel

Worked with official student transcripts

Scheduled all teachers and students

Communicated with parents and community

Consulted with faculty and staff

Advised students

**1999-2001**

**Principal, Grades Pre-Kindergarten-5**

***Mount Zion Elementary, Carroll County School System***

Supervised and led all areas of the elementary school

Piloted the Georgia CRCT and began adjusting curriculum and instructional methods to meet new testing requirements

Hired over half of the certified personnel and many classified personnel in the first year

Maintained excellent physical despite the age of the building (built in 1955)

**1998-1999**

**Assistant Principal, Grades Pre-Kindergarten-5**

***Whitesburg Elementary, Carroll County School System***

Supervised Title I, Special Instruction Assistance (SIA), Remedial Education Program (REP), Special Education, staff development, scheduling and all matters related to the instructional program.

Chaired Student Support Team (SST) and Leadership Team

Evaluated certified staff (trained in the Georgia evaluation instrument for teachers, counselors, media specialists, and speech and language pathologists)

Recruited, interviewed and hired certified and non-certified staff

Disciplined students

Scheduled and hosted visitors from other schools and school systems each month

**1997-1998**

**Curriculum Lead Teacher, Grades Pre-kindergarten-5**

***Whitesburg Elementary, Carroll County School System***

Supervised the implementation of Brain-Compatible Learning and the Reading Framework in all classrooms, Special Education, staff development scheduling, and all matters related to the instructional program.

Chaired the Student Support Team (SST) and the Title I School-Wide Improvement Plan Committee (Leadership Team)

Administered various grants (Next Generation, Southwire)

Communicated with and hosted consultants and system-level personnel in support of teachers' participation in the System's change initiatives

Scheduled and hosted visitors from other schools and school systems each month

**1996-1997**

**Fine Arts Teacher, Grades Kindergarten-5,**

***Whitesburg Elementary, Carroll County School System***

Planned curriculum to include experiences in all aspects of the Arts

Planned Parent-Teacher Organization (PTO) programs

Planned Fine Arts Week

Served on the Title I School-Wide Improvement Plan Committee

**1995-1996**

**Third Grade Teacher**

***Alto Park Elementary, Floyd County School System***

Chaired Title I School-Wide Improvement Plan Committee

System-level Staff Development representative; facilitated site-based staff development

System-level Textbook Adoption Committee representative

Supervised a student teacher from Berry Colleg**1994-1995**

**Multi-age (K-2) Teacher**

***Roopville Elementary, Carroll County School System***

Planned curriculum and assessment

Supervised a student teacher from West Georgia College

Supervised Special Instruction Assistance (SIA) teacher

Supervised the Special Instructional Assistance program in the areas of budget, eligibility criteria, maintaining records, and communication among professional staff

**1990-1994**

**Kindergarten Teacher**

***Roopville Elementary, Carroll County School System***

Supervised the Special Instruction Assistance (SIA) Program

Served on the Carroll County Disciplinary Tribunal

Served as the Superintendent's Teacher Advisory Committee (STAC) representative for the school

Chaired a Southern Accreditation of Colleges and Schools (SACS) Committee

**EDUCATIONAL BACKGROUND**

**Master of Education Degree, Early Childhood Education,** March, 1994, West Georgia College

**Educational Leadership** add-on, August, 1994

**Teacher Support Specialist (TSS),** endorsement June, 1995

**Bachelor of Science, Early Childhood Education,** May, 1990, Clemson University

**Ed.D, School Improvement/Reading,** in progress, University of West Georgia

**L-5 Georgia Certificate** expires June, 2015

**ACTIVITIES**

**Consultant**

Cobb County Schools, Atlanta Public Schools, Mississippi Delta area

**Presenter**

North Georgia RESA, South Georgia Superintendents Association, North Georgia Superintendents Association, Curriculum Association, Carroll County Community informational sessions, Carroll County summer staff development, Floyd County summer staff development, Association of Literacy Educators and Researchers (ALER)

**SACS Visitation Committee**

Fulton County, LaGrange City, Cobb County, Clayton County, Muscogee County (twice), Augusta County

**Volunteer Work**

Carrollton Elementary School- worked with classroom instruction and individual tutoring, Served on the Parent/ Teacher/Volunteer Organization (PTVO) Board

Central Elementary, Carroll County Schools- Proctor for standardized testing

H. A. Jones Elementary, Bremen City Schools- Judge, Social Studies Fair

Citizens Panel Review Board of Carroll County- review DFACS cases for Juvenile Court (2006-Present)

First United Methodist Church- Kidzone teacher, Sunday School teacher, Bible School teacher, Worship committee

University of West Georgia Child Development Center -assisted the director with researching NAECY accreditation, volunteered in the classroom as a substitute (prior to employment at UWG)