

CHRISTINE MANNING

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EXPERIENCE

09/2015 - 01/2018

Principal, Spectrum Academy Elementary School

I oversaw day-to-day operations of the elementary school including but not limited to correspondence with parents, carpool operations, staff training, regular and alternate assessments, and IEP meetings. I trained our teachers on their legal responsibilities and daily duties. I trained on the curriculum used at our campus and pushed into classrooms to ensure it was being implemented with fidelity. I trained teachers to efficiently and effectively write IEP's and how to take weekly data on student achievement. I supported teachers in how to level and differentiate for students who needed remediation or extension instruction, with an understanding of the RTI/Multi-tiered levels of support systems. I am passionate about teaching and coaching my teachers on such things as Direct Instruction, Precision Commands, ASR's, Differentiation, Behavior Tools, PCM Basics, The Collaborative Problem-Solving Model (CPS), classroom set-up and management, and a host of other topics. I served as LEA for successful IEP's and enjoyed working collaboratively with parents, related service providers and teachers to create appropriate goals, accommodations, and modifications that pertained to the unique abilities of the individual student. I am a certified instructor in two different crisis management tools, PCM (Professional Crisis Management), and CPI (Crisis Prevention Institute). These models include prevention and de-escalation steps for all staff as well as hands-on protocols, to be used as a last resort. I am also a certified instructor in Behavior Tools, a behavior intervention program aimed at promoting positive relationships and prevention strategies in any setting, regular or special ed. I am proficient with state and federal regulations under IDEA as well as the current LRBI guidelines.

08/2014 - 08/2015

Assessment Director, Spectrum Academy

I provided professional development trainings for teachers regarding testing protocols, Ethics, utilization of testing systems, and analyzing data to drive instruction. I coordinated testing locations, proctors, technology, trainings and supplies. I prepared ACT testing accommodation sheets for students on IEP's, I ordered testing supplies, and I worked with the state and local administration to ensure correct information on state uploads for testing sites. I am certified to administer the WJIV standardized assessment and have conducted other standardized assessments in our LEA. I often collaborated with parents, teachers, and administration. I received training and served as LEA to conduct successful IEP meetings.

08/2014 - 08/2015

Instructional and Behavior Coach, Spectrum Academy

I supported teachers in the classroom with teaching techniques, class management, and differentiation. I helped teachers learn how to follow accommodations and modifications in a

student's IEP. I participated on the school-wide behavior team working with students in crisis, I also coached teachers in the art of Prevention and De-escalation strategies to prevent crisis situations. I helped teachers implement PBIS throughout the school day. I delivered regular PD's regarding classroom management strategies, behavior skills, and the Collaborative Problem-Solving Model.

08/2010 - 08/2014 Teacher, Spectrum Academy

I taught third grade and loved every minute of it. I worked hard to ensure students were successful academically and socially. I communicated with parents regularly and collaborated with colleagues in PLC meetings. I was responsible for writing IEP's, taking data on IEP goals, teaching social skills and core standards, and differentiating instruction for both lower and higher-level abilities of students. I collaborated often with other teachers and professionals who interacted with my students. I worked with OT/Speech/Related services to ensure student needs were being met, and helped students feel successful and happy in the school environment. During this time, I also worked with students after school hours. In 2011-2012, I was the cheer coach for Spectrum Academy High School. I choreographed and taught dance and parade routines, organized fund-raising projects, arranged and commuted to games off campus, ordered uniforms and mascot costumes, organized and ran summer cheer camp, and managed finances. In 2012-2013, I ran a glee club after school. I taught students to sing, introduced them to different types and genres of music, and performed at school events.

08/2008-08/2010 Paraprofessional, Spectrum Academy

I worked as a paraprofessional for two years. I taught in small groups, one-on-one, and whole class situations. I worked with behavior management and took over the instruction when the teacher was absent. In 2008-2009, I taught a cooking class after school to students interested in learning to cook.

Earlier employment information available upon request.

EDUCATION and CERTIFICATIONS:

- MBA: Special Education 2012; University of Phoenix, SLC Utah GPA: 4.0
- Bachelor's Degree: Management and Legal Studies-2010; Weber State University
- PCM Certified Practitioner and Instructor
- Behavior Tools Certified Instructor
- CPI Certified Practitioner and Instructor
- Certified Tier 3 Reading Interventionist- Wilson; University of Utah Reading Clinic
- Dyslexia specialist
- Trained WJIV administrator
- Trained administrator in additional standardized assessments
- LEA
- I have completed coursework at FIT in the BCBA program and will sit for the exam in May 2018.

SKILLS

- Team player, collaborative
- Compassionate and supportive
- Good interpersonal skills
- Strong problem solver
- Manages time well
- Continually seeks professional development opportunities