

ROXANNE WILLIAMS

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OBJECTIVE: To associate with a progressive organization that will offer the opportunity for growth and challenge, where responsibility will be awarded according to individual initiative and contribution.

EDUCATION: Nova Southeastern University, Florida
Master of Science, Early Childhood Education/Administration

California State University Long Beach, Long Beach
Bachelor of Arts, Liberal Studies/Human Development

University of San Diego
CTE Clear Credential: Child Development, Education, Family Services
AE Preliminary Credential

EXPERIENCE: Mayor Garcetti Office of Gang Reduction and Youth Development (SNL) Program

Cluster Coordinator – Martin Luther King and Jim Gilliam Recreation Centers	06/28/17 - Present
Cluster Coordinator – Wilmington Recreation Center and Normandale Park	05/01/15 – 09/05/15
Cluster Coordinator – HARVARD Park and Vanness Park	05/01/14 – 10/04/14
Site Coordinator – HARVARD Park	06/01/12 – 09/30/12
Site Coordinator – WATTS Cluster	06/01/11 – 09/05/11
Paid Summer Internship-Youth Squad Supervisor	06/07/10 – 09/05/10

Summer Night Lights (SNL) a violence reduction program facilitated by the Mayor's Office of Gang Reduction and Youth Development. As a Cluster Coordinator the responsibilities were to oversee a staff of 30 which included a youth squad supervisor, community outreach supervisor, lead youth squad and (10) youth squad who were at risk for potentially being targeted by gang members in their neighborhoods. The duties included maintaining a budget for (2) parks, developing a 9-week program Curriculum that would assist the youth with learning to engage in independency, time management, record keeping, nightly reports, cooking, customer service skills, and team building skills. Additional duties of the Site Coordinator were mentoring provide workshops, learning activities, games, and food for the children and families in the community surrounding Region 7. The extended hours (3:30pm – 12:30am) of the park facility effectively reduced gang related violence in specific geographic regions through the engagement of the community and at-risk youth in disadvantage areas.

Los Angeles Community College District (Special Funded Program) 02/10-04/11

LASC/TANF CDCWorks Program- Coordinator

- Develop, promote and implement the Project in accordance with the Foundation for Community Colleges
- Establish campus program standards and goals aligned with the Foundation for Community Colleges Board of Supervisors
- Recruit TANF CDC-Works New, Continuing, and Termed Out Participants to participate in the program to assist with obtaining a Child Development Teacher Permit.
- Host/Conduct workshops on topics related to obtaining a successful career in childcare.
- Aid students in areas such as educational and career goal development, job search and other services as needed.
- Provide in-service training to child development majors to introduce them to new research and findings from Careers in Child Care.
- Maintain student files on each TANF CDC-Works Participant, maintain monthly Updates and Quarterly Reports for the Foundation for Community Colleges
- Attend and participate in all program-related community activities and professional conferences and meetings concerned with the development and implementation of the Program
- Create/Design Monthly TANF CDC-Works Newsletter

Wilder's Preparatory Academy
Primary Grade Level- Teacher

9/2011 - Current

- Develop, promote, and implement daily lesson plan in multiple subjects to first grade students using the CA State Standards and now Common Core State Standards
- Provide individualized instruction based on the students' needs.
- Provide Parents with feedback through in-service trainings to provide them with available and valuable resources.
- Conduct Reading Assessments using Dribbles, Study Island
- Tutoring and Testing

Wilder's Preparatory Academy

02/2009 – 6/2010

Primary Grade Level Intervention Specialist/Tutor

- Develop, promote, and implement a plan to assist the students that are struggling academically to succeed.
- Provide individualized instruction based on the students needs.
- Provide Teachers with feedback through in-service trainings to provide them with available and valuable resources.
- Conduct Reading Assessments using Dribbles, I station, and Aleks
- Tutoring and Testing

Los Angeles Southwest College CDC

02/09 – 06/09 (contingent upon funding)

Master Teacher

Supervise an educational program for the 3-year-old classroom. Supervise seven preschool teachers, conduct staff meetings, provide in-service training and individual conferences, facilitate summer program for children and evaluation of all staff members. Maintain the overall goals and objectives of the program. Enforce personnel policies, maintain monthly financial status of school, attendance records of staff and children. Maintain all administrative license requirements for the classroom.

Union Institute & University

5/07 - current

Associate Professor/Child Development

Classes Taught

- CHD303 – Multicultural Issues in Child Development (Face-to-Face/Tutorial)
- CHD310 – Parent/Child Interaction (Face-to-Face/Tutorial)
- CHD311 – Family and Social Issues
- CHD308 – Development of the Adolescent
- CHD408 – Directed Teaching – Curriculum (Tutorial)
- CHD490 – Positive Guidance in Early Childhood Settings (Tutorial)
- CHD405 – Assessment
- CHD497 – Language Development

Los Angeles Community College District (Special Funded Program) 3/04 – 12/31/08

LASC/Careers in Child Care/Program Coordinator

- Develop, promote and implement the Project in accordance with DPSS County Board of Supervisors
- Establish campus program standards and goals aligned with DPSS County Board of Supervisors
- Recruit Careers in Child Care students to participate in Internships related to the Child Care Field to assist them with the County mandate 32 hours commitment. Plan and organize outreach activities targeting poor students eligible for special assistance and/or services.
- Host/Conduct workshops on topics related to obtaining a successful career in childcare.
- Aid students in areas such as educational and career goal development, job search and other services as needed.
- Provide in-service training to child development majors to introduce them to new research and findings from Careers in Child Care.
- Maintain student files on each Careers in Child Care student, maintain monthly MMR Reports for DPSS
- Attend and participate in all program-related community activities and professional conferences and meetings concerned with the development and implementation of the Program
- Chair Careers in Child Care Program Awards Ceremony
- Create/Design Monthly Careers in Child Care Newsletter

Los Angeles Community College District (Special Funded Program)

LASC/Project TRACK/Program Coordinator

6/02 – 5/04

- Develop, promote and implement the Project in accordance with Prop 10 Grant Agreement
- Establish campus program standards and goals aligned with Grant Agreement
- Recruit a minimum of 35 students. Plan and organize outreach activities targeting poor students eligible for special assistance and/or services.
- Host or Conduct workshops on topics related to Strategies 1, 2, and 5 of the Grant

- Aid students in areas such as educational and career goal development, job search and other services as needed
- Provide in-service training to child development instructors to introduce them to new research and findings from Project TRACK
- Maintain student files on each TRACK student, maintain pre- and post test on all students participating in Project TRACK
- Attend and participate in all program-related community activities and professional conferences and meetings concerned with the development and implementation of the Project
- Speak to community-based organizations, college fairs, adult schools and special events regarding Project TRACK and the services offered through the college
- Prepare an annual budget. Estimate and justify program expenses, staffing, facilities, and equipment
- Provide guidance to senior college administration and business office personnel on Prop 10 grant rules, policies, and procedures
- Maintain documentation of all payments for student tuition, books and transportation
- Provide program and budgetary information using Microsoft Word or Excel
- Chair/Facilitate Child Development Program G.O.M.A.D. Conference

Los Angeles Community College District

8/99 – Current

Los Angeles Southwest College
 West Los Angeles College
 Los Angeles Trade Technical College
 East Los Angeles College
 Mount San Antonio College

Associate Adjunct Professor

Courses Taught:

Child Development 1 – Child Growth and Development
 Child Development 1 - LAUSD Partnership (Child Growth & Development) High School Students
 Child Development 2 – Principles and Practices of Early Childhood Education
 Child Development 3/4 – Creative Experiences for Children I, II
 Child Development 10 – Child Health
 Child Development 11 – Home, School, and Community
 Child Development 22 - Practicum (Student Teaching)
 Child Development 30/31- Infant/Toddlers I & II
 Child Development 42- Multicultural Diversity
 Child Development 45 – The Exceptional Child
 Child Development 46/47 –Working with School Age Children, I & II
 Child Development 38/39- Supervision and Administration of Nursery Schools I, II
 Child Development 12- Parent Education
 Child Development 13- Mainstreaming
 Child Development 65- Adult Supervision/ECE Mentoring

Additional duties include but not limited to assisting students pursue a certificate/obtain A.A. Degree in child development, maintain the child development laboratory, Coordinator for CA Early Childhood Mentor Program, CCCECE Member, District Discipline representative, revised and created new course outlines for the department, Develop Career Pathways for Students, and restructure Child Development Certificates for the Department.

Wilder's Preparatory Academy

8/97 – 9/ 01

Primary Grade Level Curriculum Coordinator/Lead Teacher

As an educator with the ability to facilitate learning to children using a strong curriculum base and ability to present subject matter in multiple subjects tailored to student's individual needs and the opportunity to use a wide variety of teaching methods to motivate students using various teaching techniques to inspire an active learning Environment.

Additional duties included changing the current curriculum from ABEKA (Christian based curriculum) to a curriculum that would be used towards gaining accreditation. Conducted staff meetings, provided in-service training, conducted individual conferences and evaluation of all primary grade level staff. Facilitated parenting workshops and parent involvement activities along with tracking the 30-hour contracted parent volunteer hours. Designed and facilitated the first annual "Harvest Festival" Carnival which generated a profit of approximately \$6000.00.

Escuela de Montessori Elementary Center

11/97 - 6/99

Lead Teacher/Director Assistant

As an educator with the ability to facilitate learning to children using a strong curriculum base and ability to present subject matter in multiple subjects tailored to student's individual needs and the opportunity to use a wide variety of teaching methods to motivate students using various teaching techniques to inspire an active

learning Environment. Additional skills used towards helping students to achieve their fullest potential include but not limited to tutoring in all academic subjects.

Crippled Children's Society

08/95 - 11/97

Program Supervisor

Designed, planned, and administered high quality programs for Disabled clients. Programs included day recreation, after school care, holiday day camp, pre-school, youth activities, excursions, special events, evening, and weekend programs. Assessed children through the process of intake evaluations. Prepared reports and maintained files regarding the various educational programs offered for transition of children that are ready for mainstreaming into a regular public-school setting. Trained and supervised staff and volunteers, conducted staff meetings, implemented and maintained health and safety requirements.

Developmental Dynamics Centerbase Program

01/94 - 07/95

Director

Supervised educational programs for all classrooms. Prepared Initial/Quarterly Assessments and Individualized Family Service Plan. Conducted staff meetings, provided in-service training, conducted individual conferences and evaluation of all staff. Co-facilitate parenting workshops and parent involvement activities. Maintained overall goals and objectives of the agency, personnel policies. Maintained records of staff and children along with maintaining all administrative license requirements for staff and agency.

Developmental Dynamics Incorporated

03/89-01/94

Infant Specialist

Provided infant stimulation to infants and toddlers (18 months to 36 months) who were at risk, medically fragile, drug exposed, Autistic, Developmentally Delayed, Down Syndrome and HIV positive. Prepared reports, updated service contracts and provided in-home visits. Implemented activities that promoted physical, cognitive, social/emotional, language, speech and psychological development.

Delta Sigma Theta Headstart/State Preschool

03/89-01/94

Site Director

Supervised educational programs for all classrooms. Conducted staff meetings, provide in-service training and individual conferences and evaluation of all staff members. Maintained overall goals and objectives of the agency. Enforced personnel policies, maintain monthly financial status of school, attendance records of staff and children. Maintained all administrative license requirements for the building.

HONORS/ACCOMPLISHMENTS:

- Delta Sigma Theta Sorority, Inc. -Member
- National Association of Education for Young Children, Member
- AFT College Guild, Member
- National Black Child Development Institute, Member
- National Alliance of Black School Educators, Member
- Child Development Program Director Permit
- CCCECE Member, California
- California Early Childhood Mentor Program – Member/Coordinator SWAT Region
- Child Development Advisory Committee Member
- LAUP Aspire Advisor

SKILLS:

How to Teach an On-Line Course- Certification (**Moodle's, Etudes, CTL, and Canvas**)
Effective Record Keeping
Organizational Management
Curriculum/SLO Planning
Program Planning

REFERENCES: Furnished upon request