



Teaching / Education Methodologies

- *Child Abuse Recognition*
- *Crises Intervention*
- *Early Childhood Intervention*
- *Integrated Activities*
- *Life Skills Training*
- *Multicultural Units*
- *Multidisciplinary Lesson Plans*
- *Multisensory Lessons*
- *Role Playing*
- *Thematic Units*
- *Use of Manipulatives*

Teaching Experience

- *Academically Diverse*
- *Whole Class Settings*
- *Child-Centered Classroom*
- *Early Childhood Intervention*
- *Student Teaching*
- *Tutoring*

Community Challenges / Issues

- *Cultural Issues*
- *Emotional Abuse*
- *Physical Abuse*
- *Religious Issues*
- *Sexual Abuse*
- *Sexual Harassment*

PATRICIA DUCKERS

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ELEMENTARY EDUCATION / ADMINISTRATION

State of New Jersey (Provisional) Certification in Elementary Education N-6, 1984

- Highly accomplished and student-focused educator/administrator with 10+ years of recognized experience in developing unique, interest-grabbing curriculums, mentoring educators, and creating enriched academic learning environments for early elementary students.
- Strive to instill life-long love and appreciation of learning both academically and socially through innovative teaching methods that assist children in overcoming community and personal challenges.
- Proficient in Microsoft Office (Word, Excel), Publisher, and Group Wise.

EMPLOYMENT

Independent Consultant

7/2008 to Present

Provide guidance on matters of administrative and educational issues to educational institutions for preschool aged children.

PRIVATE EDUCATION SCHOOL, New York, NY

9/1999 to 6/2008

The Private Education School is an accredited educational experience providing students with an environment that fosters independence, self-esteem, integrity, and personal responsibility.

Head of School, 7/2006 to 6/2008

Created a positive learning environment conducive to the growth and development of students aged 2-6 years by fulfilling administrative, managerial and educational leadership roles.

- Chaired various education committees in identifying educational requirements/goals.
- Performed periodic audits on classroom activities to ascertain effectiveness of curriculums and teaching methods.
- Provided professional and personal guidance to faculty and staff in adapting to empowering students to exceed academically and socially.
- Collaborated with the Assistant Head of School in preparing community correspondence providing prospective student families with insight into the school's educational philosophy and program offerings.
- Participated on the organization's personnel, finance, building, education, and long-range planning committees.
 - Reviewed potential instructors and staff, ascertaining fit within school's overall mission statement and commitment.
 - Led budget planning and curriculum planning exercises.
 - Helped devise extra curriculum activities designed to enrich student's campus life and personal development.
 - Arranged staff development workshops and training; facilitated peer mentoring and coaching programs.
- Liaised with student parents/guardians and teachers in devising individual student enrichment opportunities.

continued

- Mediated disputes as per school's grievance procedures.
- Prepared school's annual calendar in collaboration with the Board members.
- Contribute thought-provoking and timely content to school's "Real Life" newsletter.
- Presented monthly school status reports to the Board, serving as a liaison between the staff and board members.
- Directly supervised the Assistant Head of School, Director of Admissions, Bookkeeper, and Office Staff.
- Chaired monthly staff meetings to address on-going and new issues.
- Wrote annual staff contracts as per established Board of Trustees procedures.
- Determined annual staffing needs, and initiated recruiting and terminations as warranted.

Assistant Head of School, 7/2000 to 6/2006

Contributed to the development of the school's educational curriculum, including courses, and student enrichment activities.

- Directly supervised lead and teaching assistants, specials teachers, and summer program teachers.
- Collaborated with summer education specialists in creating invigorating educational opportunities and planning annual program budgets.
- Actively participated on the Personnel, Finance, Technology, Board Development, Admissions, and Security and Building committees; chaired the school's Summer Program, Accreditation, Staff Development and Education Committees.
- Liaised between the Development Committee and the Board of Trustees attended monthly board meetings.
- Provided input into the school's educational policy.
- Managed and allocated annual inventories and resources to classrooms based on curriculum needs.
- Assisted in delivering presentations, orientations and written communiqués to parents about the school methods.
- Ensured full compliance with all state and federal educational requirements for accreditation, including applications.
- Managed the school's student-teacher internship program.
- Facilitated parent-teacher workshops.
- Managed staff records, including attendance, continuing education hours, school volunteer programs, parent transition/exit surveys, new employee orientation, and staff professional enrichment.

Teacher, 9/1990 to 6/2000

Implemented creative and innovative lesson plans for pre-school students in the 3-6 age range.

EDUCATION / TRAINING / CERTIFICATIONS

M.A. in Early Childhood Education
NEW YORK UNIVERSITY, New York, NY

B.S in Elementary Education (minor in Psychology)
PACE UNIVERSITY, Pleasantville, NY

State of New York (Provisional) Certification in Elementary Education K-6, 1989