

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: July 22, 2004

SUBJECT: New instructor for the Child Care program

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Neil Donovan, principal

DESCRIPTION:

Mrs. Donna Erdman has received the recommendation of the interview committee and administration to be hired as the replacement for Jan Kennerknecht, instructor in the Child Care program. The starting salary is \$36, 481 beginning on August 27, 2004.

RECOMMENDATION:

Motion to employ Mrs. Donna Erdman effective August 27, 2004, as Child Care instructor at a salary of \$36,481, Column C, Step 7, per the Professional Unit bargaining agreement master contract.

10751 Old Route 99
McKean, Pennsylvania 16426
(814) 734-4889
June 30, 2004

Search Committee
Erie County Technical School
8500 Oliver Road
Erie, Pennsylvania 16509-4699

Dear Search Committee,

I am writing to express my interest in applying for the position of Child Care Services Instructor at the Erie County Technical School.

Though I am currently unemployed, I have recent experience working with Penn State Cooperative Extension in Erie County. While there, I had the opportunity to develop and present training sessions for child caregivers, and, additionally, receive computer training. I participated in Better Kid Care programs as both trainee and facilitator, gaining up-to-date knowledge on DPW regulations and implementation of current child care theories.

As indicated in the accompanying resume, I have several years of Family and Consumer Science (Home Economics) teaching experience in Pennsylvania Public Schools. My employment history indicates a strong commitment to teaching, regardless of whom I worked for or the type of service involved. Whether it was teaching in traditional classroom settings, defining discipline problems in a child care center, teaching preschoolers how to mix colors, instructing expectant parents about childbirth, conducting arbor day programs as a parent volunteer, or discussing medication management in a senior citizen center, I have been successful in conveying information.

My employers and others with whom I have worked have consistently evaluated me highly for performance, organization, and responsibility. I believe my knowledge of child care, coupled with my affinity for teaching, makes me a qualified candidate for the position of Child Care Services Instructor at the Erie County Technical School.

I would appreciate an opportunity to interview for the available position. I may be reached at my home phone number, indicated above, should you desire to contact me.

Thank you.

Sincerely,


Donna E. Erdman

Donna E. Erdman

10751 Old Route 99
McKean, PA 16426

Phone: (814) 734-4889
E-mail: erdherd6@velocity.net

Objective--Child Care Services Instructor

Professional Experience

Satellite Facilitator (Substitute) 2004 Penn State Cooperative Extension--Erie County

- Moderated Better Kid Care Satellites for child care providers.

Cooperative Extension Educator 2001-2002 Penn State Cooperative Extension-Erie County
Part-time Family Living and Family Strengths Educator.
(Interim position)

- Designed mini-sessions for Child Care and You, I and II; including child development, dealing with discipline problems, and craft ideas for young children. Child Care and You, I and II are 10-15 hour training programs for child caregivers.
- Facilitated Better Kid Care satellites, Penn State Cooperative Extension. These satellite programs provide professional development training for in-home and center-based child care providers.
- Certified in ServSafe, the National Restaurant Association food safety certification.
- Developed and presented programs to older citizens to promote healthy aging, and to instill the need to stay healthy and independent as long as possible.
- Presented "Walking in Old Moccasins," a hands-on program dealing with changes as one ages, to Mercyhurst College nursing students.
- Additional responsibilities included phone referrals for family living questions including food preparation, home food preservation, etc.
- Assisted other agents in programming.
- Collaborated with other area agencies in program development.

Substitute Preschool Teacher 1998-2001 McKean Preschool

- Occasional substitute teacher at local preschool.

Childbirth Educator 1995-1998 Childbirth Education Association of Erie
Certified Childbirth Educator

- Taught childbirth preparation classes to expectant parents.

- Home Economist in Business** 1986-1990 Giant Eagle Markets Company
Part-time Home Economist for area supermarket chain.
- Celebration Coordinator from 1986-1988. Responsible for developing and implementing the Giant Eagle Celebration and Future Shopper Programs in Northwestern Pennsylvania.
 - Prepared schedule for home economists and their programs.
 - Developed menus and recipes to be used for the Celebrations.
 - Conducted tours of the area stores for school age children to familiarize them with the departments, emphasizing good nutrition in food selection.
 - Coordinated consumer panels with Giant Eagle management and local consumers.
- Home Economics Teacher** 1983-1985 Clarion-Limestone High School
Full-time Home Economics Teacher, grades 8-12
- Instructed food preparation and nutrition courses in the department, including required courses and five levels of food preparation classes.
 - Developed a course of study for Foods IV.
 - Represented Clarion-Limestone Faculty in a career development program held at Clarion County Area Vocational-Technical School.
 - Extracurricular responsibilities included: cheerleader advisor, Future Homemakers of America advisor.
- Substitute Teacher** 1982
- Substitute teacher at Clarion-Limestone High School.
 - Taught at North Clarion High School as a Home Economics Teacher during a six-week medical leave for the regular teacher.
- Counselor for summer program** 1982 Northwest Tri-County Intermediate Unit
- Supervised high school students in career exploratory program.
 - Accompanied students to area businesses and industry.
 - Conducted seminars to facilitate student learning.
- Home Economics Teacher** 1977-1982 North East High School and Middle School
Full-time Home Economics Teacher, grades 8-12
- Taught classes in foods and nutrition, clothing construction, consumer education, personal development, child development.
 - Responsible for food purchasing and budgeting within the department.
 - Revised and expanded course of study for required 8th grade Home Economics.
 - Extracurricular responsibilities included: girls cross country coach; cheerleading advisor; Future Homemakers of America advisor; flagline, twirler, and drill team advisor.

Volunteer Work History

General McLane Band Boosters 2000-2004 General McLane High School

- Presided as booster president 2003-2004; as vice-president 2002-2003
- Coordinated parent involvement and support between the GM Marching Band, its director and the booster organization.
- Conducted monthly general membership and executive board meetings.
- Initiated procedure manuals for chairpersons of fund-raising events and booster activities.
- Worked with travel agency in planning six-day band trip to Orlando, Florida for 200 students and chaperones.
- Designed, compiled information, and took photographs for senior band member memory book.

PTA officer/chairperson	1990-Present	McKean Elementary School J. W. Parker Middle School
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- Held numerous PTA board positions and offices since 1991.
- Organized the construction of McKean Elementary's Outdoor Learning Center--worked with school architect, school board, volunteers and donors to construct the center for the students.
- Received PTA Founder's Day Award in 1999, for outstanding parent volunteer.

Parent Volunteer 1990-Present General McLane School District

- Active parent volunteer in the schools, including High School Middle States Evaluation Parent Discussion Panel, field trip chaperone, classroom volunteer in the elementary school, etc.

Education

Indiana University of Pennsylvania, Bachelor of Science in Education
Home Economics Education

Additional college/graduate credits from:
Edinboro University of Pennsylvania
Indiana University of Pennsylvania
Mercyhurst College

Professional Affiliations

American Association of Family and Consumer Sciences
Pennsylvania Association of Family and Consumer Sciences