

6/8/09

Lesa D. Scalise

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Professional Objective

Seeking a Transitional/Occupational Skills Special Education Teacher position that will provide an opportunity to work cooperatively with local businesses and industry to develop and implement vocational instruction that will provide students the necessary skills to be competent employees and successful members of the community.

Education

Indiana University of Pennsylvania
Indiana, PA, May, 2009

Cooperative Education Certification Program
Praxis Exam: June 13, 2009

Edinboro University of Pennsylvania
Edinboro, PA, December, 2003

Master of Education
Emphasis: Special Education

Mercyhurst College
Erie, PA, May 1999

Bachelor of Arts in Education
Certification in Special Education (K-12)
Certification in Elementary Education (K-6)

Teaching Experience

School District of the City of Erie
Central Career and Technical School, Erie PA
Life Skills Support Teacher

August 2000-Present

- Develop lessons and instruct students in employability skills
- Plan and supervise Community Based Work and Life Skills Instruction
- Teach and supervise the Practical Assessment Exploration System (PAES) Lab
- Write, implement, check Individualized Education Plans including the transition component

School District of the City of Erie
Central Career and Technical School, Erie PA
Autistic Support Teacher

August 1999-June 2000

- Wrote and implemented Individualized Education Plans
- Planned and supervised Community Based Life Skills Instruction
- Evaluated student progress relative to individual goals and objectives
- Developed and implemented lessons in functional academic and life skills areas

Program Development and Implementation

Summer Program for Life Skills and Autistic Support Students

Co-developer, Central Tech, Erie, PA Spring/Summer, 2009

The summer program will focus on the transition skills necessary for students to be as independent as possible as they graduate from high school. Students will participate in Community Based Work Experiences, receive mobility training on the EMTA, develop time and money management skills, plan and prepare meals, explore recreational opportunities, and practice independent decision making.

Transition Fair for Students with Special Needs

Co-coordinator, Central Tech, Erie, Pa May, 2008

The purpose of the Transition Fair was to expand the awareness of students, parents, and teachers regarding community services available to students with special needs upon graduation. Over 20 Community Service Agencies and groups participated in the transition fair representing services in employment, living options, transportation, social groups, and income.

Professional Development

- "Project Search: High School Transition Program" presented at the Barber National Institute, Spring 2008
- "Building Partnerships to Improve Employment Opportunities of Youth with Disabilities", Presented by The Pennsylvania Community of Transition, Pittsburgh, PA, Spring 2007
- "Indicator 13 Training" presented by Pennsylvania Training and Technical Assistance Network (PaTTAN), Winter/Spring 2006-2007
- "Educator in the Workplace", Northwest Tri-county Intermediate Unit #5, placement: Courtyard by Marriott, Summer 2006

Community Involvement

Barber National Institute Adult Education Program Advisory Council

Fall 2008-present

References

Available upon request

Amy B. Nichilo
4202 Alison Avenue
Erie, PA 16506
814-836-5744
nichilo5@verizon.net

Experience:
11/07-present

St. Paul's Lutheran Pre-School , Erie, PA

STUDENT AIDE

- Support child to meet specific goals as set forth by the IU
- Track child's progress
- Encourage child's class participation
- Complete data sheets and charts

3/04-present

TEACHER'S ASSISTANT – SUBSTITUTE

- Support teacher and ensure structured daily routine
- Encourage class participation
- Model appropriate behavior
- Work co-operatively with teacher
- Assist class in self help skills

3/05-present

Millcreek Township School District, Erie, PA

EDUCATIONAL ASSISTANT – SUBSTITUTE

- Manage Phone calls and attendance line
- Log in and record tardy students
- Organize and track absences, excuses, early dismissals and car riders
- Sort and distribute staff and teacher in-going and out-going mail
- Monitor students in lunchroom and at recess
- Copy, sort and distribute school correspondences
- Laminate teaching tools and student work

7/89-11/98

The Credit Bureau, Inc., Erie, PA

NORTHERN REGIONAL SALES/ACCOUNT MANAGER

CUSTOMER SERVICE/INSIDE SALES

MORTGAGE SUPERVISOR

MORTGAGE/LEGAL REPORTS COORDINATOR

- Solicit creditors, lenders and employers for membership
- Introduce current and prospective members to Experian and CBC products and services including skip tracing and collection tools
- Trouble shoot customers terminal, equipment and software problems
- Train customers to use products and services
- Hired and introduced employees to companies policies and procedure
- Established productivity standards
- Reviewed employee performance
- Organized and maintained legal data
- Instructed county court contacts of their duties

5/87-7/89

McCarthy, Martone and Peasley, Erie, PA

PARALEGAL

- Conducted and assisted with client interviews
- Organized and completed bankruptcy schedules

- Researched various aspects of the law and drafted memoranda
- Prepared necessary papers to probate and administer estates
- Drafted petitions and pleadings
- Compiled financial information for income and expense statements

Education:

Bachelor of Arts, Political Science -Gannon University, Erie, PA 1989

Assoc. of Arts, Lawyer's Assistant -Gannon University, Erie, PA 1987

References:

Available upon request.