

KATHERINE HUNT

EDUCATIONAL SPECIALIST



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[REDACTED]
[REDACTED]
[REDACTED]

I am writing to let you know that I am very interested in a position within a school setting. With 14 years of experience in education, including roles as a classroom teacher, teacher consultant, District MTSS Coordinator, project facilitator, and building Principal, I am confident in my ability to contribute to any educational team and support the district in achieving its objectives. I am eager to bring my expertise to any school environment. My knowledge of educational leadership, teacher training, and project facilitation makes me a compelling candidate for such a role. I am enthusiastic about contributing to a school environment and would greatly appreciate the opportunity to discuss further how my background, skills, and strengths can meet the team's needs.

We have decided to relocate due to my husband's recent promotion to Facilities Operation Director with the Birmingham School District, starting in July 2024. This transition presents an exciting opportunity for our family. I am confident in contributing to the educational landscape in a new region. With my extensive experience as a teacher, teacher consultant, district MTSS coordinator, and building principal, I am determined to bring my expertise to a new community.

Thank you for considering my application. I am available for an interview whenever you get a chance

[REDACTED] *Hunt*
Katherine Hunt

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SUMMARY

Dedicated and experienced professional with a strong background in education, including classroom teaching, teacher consulting, and project facilitation. Committed to fostering student growth and contributing to the success of the school district. Adept at collaborating with colleagues and implementing effective educational strategies.

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SKILLS

Attention to detail

Interpersonal Skills

Collaboration

Critical thinking

Analytical skills

Communication

Leadership

Strong Problem-Solving

EDUCATION

Saginaw Valley State University

EDS - Specialist in Education Degree

Director of Special Education

Central Office Administration

Awarded on 04/23

MAT - Master of Arts in Education

Principalship

Curriculum and Instruction

Degree Awarded on 08/15

MAT - Master of Arts in Teaching

Special Education

Degree Awarded on 08/14

BA - Bachelor of Arts Degree

Special Education

Elementary Education

Degree Awarded on 12/10

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ADMINISTRATIVE EXPERIENCE

Elementary Principal

Swartz Creek Community Schools 2018-Present

- Implementing school improvement strategic planning
- Facilitating building-wide MTSS systems for academic and behavior instruction
- Communicate and collaborate with central office departments
- Responsible for the school budget, professional development, and staff evaluation
- Responsible for purchasing building materials and instructional tools
- Present to the Board of Education topic-specific items as directed by the Dept. Superintendent
- Participate in various district initiatives committees, including reading, math, writing, and social-emotional learning
- Advocate for Social Emotional Learning and Mental Health Awareness
- Utilize feedback, collaboration, and partnerships to improve the school community
- An active leader in MEMPSA Region 10 as a member and treasurer
- An active leader in PAT(Principal Administrative Team) as a member and treasurer
- Facilitated District Wide Connections to Wellness in the Creek initiatives
- Coordinate with the Central Office on Kindergarten Recruitment Strategies

District Summer Camp Facilitator

Swartz Creek Community Schools 2021-2024

- Responsible for managing a K-12 summer school program with 80 staff and 500 students
- Coordinated and communicated with transportation, maintenance, food service, and childcare
- Coordinated and communicated with the Business Office collected and created payroll reports
- Ordered and purchased supplies for the program
- Presented Summer Camp program evaluation to the Board of Education
- Ensured compliance with all safety regulations and school policies
- Managed program budget, ensuring efficient allocation of resources

District MTSS Coordinator

Swartz Creek Community Schools 2017-2018

- Ensured the effective implementation and fidelity of the district's Multi-Tiered System of Supports (MTSS) systems.
- Scheduled, organized, and led both district and building meetings with a focus on addressing the needs of students with diverse learning requirements.
- Collected, organized, and analyzed district data to create comprehensive reports and engaging presentations for informed decision-making processes.
- Crafted and disseminated the monthly district MTSS Newsletter, serving as a vital communication channel for sharing updates, best practices, and relevant information within the district.

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TEACHING EXPERIENCE

Special Education Teacher Consultant

Swartz Creek Community Schools 2017-2018

- Work with parents, administrators, and other support staff to ensure the implementation of IEPs and accommodations for students with special needs at the high school level.
- Facilitate transition planning for students with special needs, including career exploration, post-secondary education options, and independent living skills.
- Facilitate post-secondary workplace experiences, including vocational training and employment opportunities, and wrap-around community resources.
- Offer professional development and training to general education teachers on best practices for inclusive education.
- Developed a consultative model of instruction for high school students

Special Education Resource Room Teacher

Swartz Creek Community Schools 2016-2017

- Developed and implemented Individualized Education Programs (IEPs) for students with special needs.
- Utilized a variety of performance assessments to evaluate student progress and inform instructional strategies.
- Collaborated with teaching teams to meet individual student needs and adapt teaching strategies accordingly.
- Participated in Professional Learning Communities with grade-level teams
- Building Committees: Building MTSS Team, March is Reading Month

Self Contained Resource Room Classroom Teacher

Linden Charter Academy 2011-2016

- Responsible for planning and implementation Individualized Education Plans
- Responsible for testing and planning instructional groups for all students
- Continuous communication with parents on the progress of their child
- Participated in Professional Learning Communities with grade-level team
- Employed effective classroom management and behavior intervention skills to create a conducive learning environment.
- Committed to ongoing professional development and staying current in special education.

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PERTINENT EXPERIENCES

- 14 years of Experience with Summer Learning Programs
- A year as a Self-Contained Emotionally Impaired Classroom Teacher Long-Term Substitute
- 3 years as a Youth Quest Leader Guide
- General Education Classroom Teacher Long-Term Substitute
- 5 years experience as a Retail Supervisor

PROFESSIONAL DEVELOPMENT AND ACTIVITIES

Adaptive Schools

Cognitive Coaching

FAME Coach

S.T.A.R.T Coach

Teacher Leader

Trauma Informed Care

Restorative Practice

N.C.P.I. Certified

A.P.T. Certified

C.P.R. Certified

First Aid Trained

Presentor MEMSPA 2022 Conference

MEMPSA Region 10 Treasure

SCCS P.A. Treasurer

Full Approval Teacher Consultant ASD

Full Approval Teacher Consultant EI



REFERENCES

DERRICK BUSHON

Compliance Director
Genesee Intermediated School District



ALICE KAZEE

Principal
Novi Woods Elementary



DAVE SIMONSEN

Principal
Swartz Creek Middle School



MELISSA NEAL

Classroom Behavior and Support Specialist
Swartz Creek Community Schools



LISA KNOX

Special Education Teacher
Dye Elementary



ANGIE UPLEGER

Speech and Language Pathologist
Linden Charter Academy



KELLY RADER

Kindergarten Classroom Teacher
Morrish Elementary



STAN PAGE

School Social Worker
Swartz Creek High School

