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PROFESSIONAL EMPLOYMENT

Director, Student Accessibility Services, University of Maine, Orono, Maine. Provide vision, leadership, coordinate assessment and long-term strategic planning for the provision of student accommodations. Review medical and psychological documentation, determine and coordinate accommodations to eligible students with a range of disabilities and ensure that students with disabilities who experience barriers in the design of University programs, services, and facilities have equal access through the provision of accommodations. Oversee the provision of accommodations for over 1000 students with documented disabilities at the University of Maine. Maintain confidential records on students including documentation, case notes, accommodations, problems that arise and correspondence.

Supervise staff of full-time employees, graduate assistants, contractors and student workers. Provide training in the various service functions and orientation on policies and procedures, and evaluate work performance. Oversee planning, analysis and expenditures for annual departmental budget. Maintain existing donor relations and develop short term and long-term fundraising initiatives for Student Accessibility Services. Track and assess data about students with disabilities and accommodations to analyze current trends and project future trends that inform decisions about funding, staffing, space needs, equipment and software purchases. Develop and implement campus policies and procedures for compliance with federal and state disability laws in conjunction with Office of Equal Opportunity, Division of Student Life and General Counsel's office. Coordinate and maintain University of Maine System disability information data management database in partnership with IT and support all campuses in assessment and reporting using data gleaned from the database. Provide leadership, training and support to the campus community on individuals with disabilities, ableism, and inclusion. July 2015 to present.

Assistant Director, Disability Support Services, University of Maine, Orono, Maine. Coordinated case management services to a diverse population of students reporting disabilities, primarily those with Learning Disabilities, Attention Deficit Hyperactivity Disorder and chronic illnesses. Reviewed disability documentation to assess eligibility, approve accommodations, and recommend support for students with disabilities. Responsible for database management, and reporting information regarding students with disabilities at UMaine. Coordinated University of Maine System wide data management of disability records through MaineStreet database. Collaborated with University offices including Academic Deans Offices, the Counseling Center, Office of Student Records, and Housing Services as well as outside agencies like Vocational Rehabilitation. Consult with students throughout the University referred because of academic difficulty. Provide training, educational experiences and disseminate information to faculty, staff and students related to disability issues. Disability Support Services webmaster, lead writer and editor of the *UMaine Disability Insider Newsletter* for faculty. Assume responsibilities of director, including supervision of staff through the summer and as needed. June 2013 – June 2015.

Learning Specialist, Disability Support Services and TRIO Student Support Services, University of Maine, Orono, Maine. Split position funded partly by federal TRIO Grant. Disability Support responsibilities included reviewing disability documentation and coordinating accommodations and services for students with disabilities, primarily Learning Disabilities and/or Attention Deficit Hyperactivity Disorder. Communicated with University offices including Academic Deans Offices, the Counseling Center, Office of Student Records, Admissions and Housing Services as well as outside agencies like Vocational Rehabilitation. Consulted with students throughout the University referred because of academic difficulty and questions about learning problems. Campus coordinator of Federal Workforce Recruitment Program. Disability Support Services

webmaster, editor of the *UMaine Disability Insider Newsletter* for faculty. TRiO responsibilities included coordinating Peer Mentor program for high risk UMaine students with disabilities. Hired, trained and supervised staff of 5-7 mentors who met with 20-30 program participants with disabilities. Coordinated support, and related services to caseload of student with disabilities. Assessed student needs and selected program participants. Provided crisis intervention and management. August 2001 –June 2013.

Onward Counselor, University of Maine, Orono, Maine. Provided individual and group counseling, intensive advising and academic support to Onward students. Participated in recruiting and selection of students to Onward Program. Trained and co-supervised staff of eight Peer Advisors. Assisted Director of Disability Support Services with Peer Mentor program, consulted with students referred because of academic difficulty. August 2000 – July 2001.

Coordinator of Student Services, University of Maine at Augusta - Bangor Campus, Bangor, Maine. Provided career counseling, academic advising, and assistance to first-generation, low-income students and students with disabilities who were part of the Cornerstone Program. Disseminated career information, and coordinated on-campus recruitment activities. Co-supervisor of peer tutoring program. Advisor to student government association. Helped coordinate new student orientation. September 1999 – May 2000.

Learning Specialist, Johnson State College, Johnson, Vermont. Coordinated all accommodations and specialized support to students with disabilities. Reviewed disability documentation, arranged for accommodations, and services for students with disabilities. Provided psychoeducational testing and consultation. Key computer support person for staff of eight. Skilled in statistical analysis of data on academic success, persistence and retention using Microsoft Access and Excel. Responsible for hiring, training and supervision of residential staff during summer program. November 1993 to May 1999.

TEACHING EXPERIENCE

Adjunct Instructor, Johnson State College. Designed and taught *Basic Reading Skills* (ENG 090), coordinated pre-testing and post-testing for all JSC students in developmental classes. Taught *The Human Endeavor* (EDU 102) Freshman Seminar class. Supervised six elementary education student teachers and visited schools weekly to do classroom observation and assessment. January 1993 to May 1999.

Lecturer, University of Vermont. Supervision of seven elementary education student teachers and eight junior practicum students. January 1993 to May 1993.

Academic Support Tutor, Berkshire School, Sheffield, Massachusetts. Provided individual services to secondary education students ranging from general study skills to specific content area assistance. September to December 1992.

Adjunct Instructor, University of Vermont. Taught *Developmental Reading* (EDEL 122) and *Reading and Language Arts* (EDEL 121) courses. Content focused on understanding the reading process and teaching elementary education students how to organize for reading instruction and assessment. August 1991 to May 1992.

Chapter I Teacher, Bristol Elementary School, Bristol Vermont. Responsible for planning and assessment of supplemental reading and language arts program for 20 kindergarten through second grade students. Supervised one para-educator who served an additional 20 students. August 1991 to June 1992.

Graduate Teaching Fellow, University of Vermont. Co-taught *Senior Seminar* (EDFS 190) which addressed issues in education and student teaching. Supervision of five to seven student teachers each semester. Awarded UVM Graduate College Summer Research Stipend. August 1990 to May 1991.

Classroom Teacher, Beeman Elementary School, New Haven, Vermont. Full-time Grade One Teacher. Team taught in afternoons with K – 1 teacher for social studies, science and mathematics using an interdisciplinary approach. August 1987 to June 1990.

Skilled in use of Google Workspace, Microsoft Word, Excel, Access, Power Point, Publisher, and Visio, Adobe Creative Suite, Word Press web content management system, and Qualtrics survey research tools. Skilled in using adaptive equipment and software including Glean Audio Notetaker, Dragon NaturallySpeaking, Natural Reader, LiveScribe Smart Pens, IOS and Windows platform accessibility features, Kurzweil 3000, Inspiration and other assistive technology.

AWARDS

- *Dory Award*, awarded by the Maine Educational Opportunity Program to a MEEOA member who demonstrates leadership, vision and commitment to Maine and New England organizations and individuals that help provide access to higher education for low-income, first-generation and/or disabled men and women. January 2014

PROFESSIONAL ACTIVITIES AND OFFICES

Committees: University of Maine and University of Maine System

- University of Maine System Disability Network, 2000 – present. Coordinator of group and system wide MaineStreet data management administrator
- University of Maine Diversity Leadership Institute, Alumni 2010, and Advisory Committee member 2017 – present
- Provost's Committees on Retention and Student Success, October 2016 – June 2017, December 2018-19, March 2020 – present. Chair, Learner Success Center subgroup.
- Academic Deans and Directors Group, lead by Sr. Associate Provost 2017 – present
- University of Maine Commencement Committee, Chair of Special Needs Subcommittee September 2013 – present
- Academic Advising Collaborative Committee, September 2012 – present
- Inclusive Excellence at UMaine, 2018 – 2020
- University of Maine System Information Technology Accessibility Committee, 2014 – 2017

Professional Memberships and Leadership Positions

- National Association for Higher Education and Disability (AHEAD), November 1993-2006, 2013-present
- Association for Higher Education and Disability in New England, 1994 – present
 - Secretary, 1995 – 1997
- Maine Educational Opportunity Association (MEEOA) Member, November 1999 to June 2013
 - Co-Director and Co-Founder of Maine Emerging Leaders Institute May 2012 – June 2013
 - Finance chair, October 2007 – June 2009
 - Constitution and Bylaw revision committee chair, October 2006 - 2007
 - Treasurer, January 2004 – 2006
 - Past President, January 2003 – 2004
 - President, January 2002 – 2003
 - Conference Chair, January 2001 – 2002
- New England Educational Association November (NEOA), 1994 – 2013
 - Vice President and Regional Conference Chair, September 2010 – August 2011
 - Maine State Liaison, January 2003 – 2004
 - Represented Maine as State President, January 2002 – 2003
 - Represented Vermont as State President, April 1997 – 1999
- Vermont Educational Opportunity Programs Member, October 1993 – 1999
 - President, April 1997 – 1999

Presentations

- *Best Practices in Inclusion and Accessibility for Libraries*, Fogler Library, University of Maine, May 2021
- *Oral Presentations: Getting Comfortable with Being Uncomfortable*, National presentation in collaboration with Present Pal, March 2021 (60 disability services employees nationwide)
- *Making Difficult Decisions & Navigating Difficult Conversations*, ENG 317, University of Maine, April 2021
- *Advocacy in the Transition from High School to College: Managing your transition and getting accommodations*, New England Trio Day, February 2021
- *Supporting Students with Disabilities in the Transition to Higher Education*, Maine State Vocational Rehabilitation Counselors and Syntiro Staff, February 2021
- *Supporting Students with Disabilities in a Remote or Online Setting*, Maine Educational Opportunity Association Annual Conference, January 2021
- *Ableism: The Intersection of Disability and Diversity*, University of Maine Diversity Leadership Institute (UMDLI), April 2009, March 2011, March 2017 - 2020.
- *The Intersection of Disability and Race*, with Mandi Gearhart, Office of Diversity and Inclusion, University of Maine October 2020
- *Creating Access through Advising*, University of Maine System Wide Advising Group Conference, October 2020
- *Health & Disability; Perspectives on the Intersection of Ableism and Health Care*, NUR 101, University of Maine, September 2020
- *Accommodations in the Conduct Process*, presentation for University of Maine System conduct officers co-presented with Cory Davis, UMaine Residence Life and Jessica Berry, University of Maine Farmington, Learning Assistance Center, February 2020
- *Accessibility Scavenger Hunt*, Interactive presentation in collaboration with Maine State Division of the Blind and Visually Impaired, for UMaine Department of Residence Life, January 2020
- *Creating Pathways to Access: A Tactile Map Collaboration with UMaine and the Division for the Blind and Visually Impaired*, Northeast Chapter of the Association for the Education and Rehabilitation of the Blind and Visually Impaired (NE/AER), Portland, ME Oct 2016
- UMaine What You Need to Know, presentation for parents of incoming first year and transfer students. June 2015 – June 2019
- Panelist, UMaine Wrap Up and Q&A Panel for Parents, UMaine New Student Orientation, June 2012, 2013, 2014, 2015, 2016
- Training at the University of Maine on disability issues and accommodation processes to faculty staff at students including the Counseling Center, Culter Health Center, College of Engineering, Office of Residential Life, New Student Orientation, College Success Programs, the Tutor Program, College of Natural Science Forestry and Agriculture and other departments 2011-present
- *Advising Students with Disabilities*, UMaine College of Liberal Arts and Sciences Advisors Workshop Sept 2013, 2014, 2015, 2016
- *Tutoring Students with Disabilities*, UMaine Tutor Training, yearly through present
- *Disability and Diversity*, Guest lecturer, ELL 491 Multiculturalism and Diversity in Education, University of Maine, May 2009, July 2011, 2013, 2014
- *Accessing Accommodations and Support through Disability Services*, UMaine New Student Orientation, UMaine June 2013, 2014
- *Disability Services in Higher Education*, Bangor Area Psychological Society (BAPS), co-presenter Sara Henry, April 2014
- *Time Management for Professionals*, Maine Emerging Leaders Institute (MELI), Bangor, Maine, Jan 2013, 2014
- *Students with Disabilities in Higher Education*, UMaine Psychology Graduate Student Association Presentation, Dec 2013
- Panelist, Intensive English Institute Showcase, UMaine, Nov 2013

- *Facilitating the Transition to College for Students with Disabilities*, MaineCAN Best Practices Conference, Husson University, Co-presented with Ann Smith May 2013
- *Transitioning Students with Disabilities to College*, Maine Counseling Association Annual Conference, Co-presented with Ann Smith, April 2013
- *The ABCs of Students with Disabilities*, CETA Workshop, Co-presented with Ann Smith, Nov 2012
- *Civility in the Classroom: Classroom Behavior and Email Etiquette*, Onward Orientation class, Oct 2012
- *Roundtable Workshop on Disability Issues and Hot Topics*, New England Educational Opportunity Association Annual Conference, Co-presented with Daniela Adler UNH Center for Academic Resources, Stowe Vermont, April 2012
- *Ability, Disability and Interpersonal Violence*, Guest Lecturer, CHF 404/WST 401, Interpersonal Violence: Training for Education and Prevention. UMaine, Marc 2012
- *Helping Students with Disabilities: Our Approach-Avoidance Response*, Center for Teaching Excellence Workshop, Co-facilitator with, Ann Smith, UMaine, Oct 2009
- *UMaine Disability Accommodation Scenarios: Learning from our Success and Mistakes*, Center for Teaching Excellence Workshop, Co-presented with Ann Smith Feb 2009
- *Taking Control of your Schedule; Time Management Workshop*, Classified Employees Association Committee Annual Retreat, March 2008
- *Navigating the Winding Road of Disability Accommodations*, Center for Teaching Excellence Workshop, February 2008
- *Attention Deficit Hyperactivity Disorder*, Panel presentation for University of Maine campus community in conjunction with Counseling Center, February 2007
- *Socioeconomic Class and Its Impact on Higher Education*, Facilitated Diversity Dialogue, sponsored by Peace Studies Program with Catherine Johnson and Linda Rottman, February 2007
- *Planning Academic Skill Development Assistance using the Learning and Study Strategies Inventory (LASSI)*, Staff Development Workshop for Maine Educational Opportunity Center, September 2006
- *Facilitating the Transition from High School to College for Students with Disabilities*, Guest Lecturer Class EDU 590 Introduction to College Admission Counseling, March 2005, July 2005
- *Introduction to the LASSI*, Staff Development Workshop for Maine Educational Opportunity Center, September 2004
- *Time Management and Organization Strategies* Presentation to Students in College Preparatory Class, Ellsworth Career Center, March 2005, November 2004, April 2003
- *Facilitating the Transition from High School to College for Students with Disabilities*, Co-presented with Ann Smith, New England Association for College Admissions Counseling Annual Conference, May 2003
- *Staff Dynamics – A Model of Systems Centered Consultation or How Not to Kill Your Co-workers*, Co-presented with staff of the Onward Program, New England Educational Opportunity Association Regional Conference, April 2002
- *Educational Opportunity for Maine Citizens*, Facilitator of State Wide Public Forum, May 2002

Professional Development and Training

- *Creating Inclusive Learning Opportunities in Higher Education*, Dr. Sheryl Burgstahler, Center for Innovation in Teaching and Learning, Virtual Workshop, University of Maine November 2021
- *Data Driven – Storytelling with Numbers*, Association on Higher Education and Disability (AHEAD), Virtual Webinar, November 2021
- *Intersectionality and its Domino Effects*, Association on Higher Education and Disability (AHEAD), Virtual Webinar, October 2021
- *The Legal Year in Review*, Association on Higher Education and Disability (AHEAD), Virtual Webinar, September 2021
- *Digital Learning: Meeting the Needs of Students with Learning Disabilities*, National Joint Committee on Learning Disabilities, Virtual Webinar, June 2021

- 2021 Spring Colloquium, Association on Higher Education and Disability, May 2021
- Unpacking Self for Racial Equity, Anila Karunakar, Office for Diversity and Inclusion, May 2021
- UMS Transforms: Advancing Diversity, Equity, and Inclusion, Virtual Workshop, April 2021
- COVID and the ADA: Implications for Title II and Higher Education, Association on Higher Education and Disability, Virtual Webinar, August 2020
- Kaltura: Editing Captions in Brightspace, Center for Innovation in Teaching and Learning, University of Maine, Virtual Webinar, May 2020
- Virtual Higher Education Assessment Conference, New England College, May 2020
- Managing Stress During Distance Learning – How Faculty Can Support Their Students, JED Webinar, April 2020
- University of Maine, graduate courses in Instructional Design. EDT 520: Digital Age Teaching and Learning Methods Fall 2019, EDT 542: Supporting Technology Integration through Professional Development and Coaching Spring 2020
- University of Maine System Brightspace Symposium, May 2020
- *Managing Stress During Distance Learning – How Faculty Can Support Their Students*, JED Foundation, April 2020
- *Transition to Online Education: The Impact on Accommodations*, AHEAD Webinar, March 2020
- *Resilience Consortium Symposium*, Philadelphia, PA, November 2018
- Association on Higher Education and Disability (AHEAD) national conference, July 2011, 2013, 2015 - 2019
- *Rapidly Changing Mandates* in regards to providing disability accommodations in Higher Education. Webinar presented by Salome Heyward and Associates. Oct 2016
- New England Association on Higher Education and Disability (NE AHEAD), annual conference April 2015
- *Psycho-Educational Evaluation Current Practices*, Jonathan Heeren, PhD, May 2014
- *Effective Communications*, Roundtable at Marketing & Communications Training for Communicators, March 2014
- UMS Training on Reporting and Queries in MaineStreet, Sept 2014 and on-going
- *WordPress 101*, Marketing & Communications Training, UMaine Faculty Development Ctr. Jan 2014
- *Animals, Allergies, Autism and Accessibility*, NACUA webinar, Nov 2013
- *Understanding Racial and Cultural Identity*, UMDLI Lecture by Dr. Aretha Marbley, Oct 2013
- *Qualtrics Workshop*, Presentations by Dr. Harold Daniel and others on research using Qualtrics survey tools, UMaine March 2013
- *Adobe InDesign Workshops*, Presented by Gretchen Gfeller, Fogler Library, UMaine, Jan 2013
- *Maine Educational Opportunity Association Annual Conference*, 2001 – 2013
- *UMaine Communicators Summit*, Wells Conference Center, UMaine, Nov 2012
- *Online at UMaine: Surveying Students' Experiences and Assessing the Results*, CETA Panel Discussion Oct 2012
- *Leading the Way to Career Success, A Campus Coordinator's Guide to Managing the WRP Process*, Webinar, US Office of Disability Employment Policy, April 2012
- *New England Educational Opportunity Assoc. Annual Conference*, 1994 - 2012
- “*Find Your Voice*” *Bystander Intervention - Train the Trainer Session*, UNH Bringing in the Bystander Project, UMaine, Nov 2011
- *Bystander Intervention Training*, Safe Campus Project, UMaine Nov 2011
- Postsecondary Disability Training Institute (PTI), Center on Postsecondary Education and Disability at University of Connecticut, Portland, Maine, June 2011
- *ADA Amendments Act, EEOC's Final Regulations*, Webinar, National Employment Law Institute (NELI), David K. Fram, April 2011

- *Asperger's Academy*, Asperger's Association of New England, Lowell, MA, March 2011.
- *Beyond Survival, Transforming the Culture of Learning in Higher Education*, CETA, March 2011.
- *University of Maine Diversity Leadership Institute*, monthly training and workshops May 2008 - 2010
- *National Conference on Race and Ethnicity*, Orlando, FL May 2008
- *The Ripple Effect of the new ADA Amendments on Colleges and Universities*, Jeanne Kincaid presenter, Drummond/ Woodsum Attorney's at Law Nov 2009
- Community Forum on Domestic Violence and Relationship Abuse Oct 2008
- *Relationship Abuse and the Workplace Responder Training*, Safe Campus Project, March 2007
- *Rejuvenating Education: Bringing Mindfulness Techniques into the Classroom*, Center for Teaching Excellence, March 2007
- *The ADA, Issues and Ideas*, Jeanne Kincaid presenter, Kennebec Valley Community College, March 2007, March 2006, Oct 2002, 2003, 2004
- *Trends in Learning Disabilities*, AHEAD Audio Conference, Jan 2006
- *Psychological Disabilities: What Service Providers Need to Know*, AHEAD Training, Alexandria, VA, Oct 2005
- *Campus Housing Requests Deconstructed*, AHEAD Audio conference, Jan 2004
- *AHEAD/TRIO Disability Services Training*, San Antonio, Texas, Feb 2003

EDUCATION

University of Vermont, Burlington, Vermont
Master of Education, Reading and Language Arts
Bachelor of Science, Elementary Education

References available upon request