
Education	M.A. English, Multicultural and Transnational Literature, 2013 East Carolina University B.S. Secondary English Education, 2008 East Carolina University
Present Position	Associate and ELA Specialist, edCount, LLC <i>2018 – present</i> Contribute to edCount’s organizational objectives through intellectual engagement, and English language arts (ELA) content expertise. Support senior-level staff in ELA assessment development, adhering to standards-based and project specific guidelines. Manage projects and the work of junior staff. Develop corporate knowledge and knowledge of individual program areas and projects
Projects	New York State Assessment Development – English Language Arts and Mathematics – Utilized expertise as ELA Content Specialist to provide New York educators with specialized support in understanding content and interpreting Next Generation State Standards. Participated in the development, presentation, and facilitation of educator training in the development of English language arts items for grades 3 – 8, both online and in-person. Utilized webinar participants’ evaluation survey data, presenter feedback, and leadership experience to enhance quality of future webinar training sessions, ensuring effective focus and efficient delivery to meet participant needs. Managed facilitation of educator training at item writing workshops including developing a facilitation plan designed to promote efficient movement through the item writing process for on-site stakeholder meetings and support collaborative environment for educators. Revised assessment materials including item specification documents and test blueprints. Developed and revised assessment items including multiple-choice and constructed-response for large-scale summative assessments that are aligned to standards and item specification documents. Provided feedback and consultation to NYSED with respect to ELA development and reconciliation of educator reviews. Indiana Assessment and Professional Development Support – ISTEP+, ILEARN, and I AM – Served as Project Lead and Professional Development and Assessment Training Lead in the online professional learning sessions that guide educators toward effective teaching practices, supportive leadership, and improved student results. Participated in the development and presentation of assessment literacy training for educators and administrators, specializing in topics concerning the purposes and uses of assessment data and action steps for utilizing summative data and reports. Oversaw and contributed to the design and implementation of the online platform and presentations designed to provide teachers with a forum to engage their colleagues in discussion on instructional best practices. Utilized webinar participants’ evaluation survey data, presenter feedback, and leadership experience to enhance quality of future webinar training sessions ensuring effective focus and efficient delivery

to meet participant needs. Managed facilitation of educator training at item writing workshops, both online and in-person. Utilized expertise as ELA Content Specialist to provide IDOE with additional content support including leading on-site and virtual training of ELA educators to develop resources and test items and to interpret standards and item specifications. Monitored participant progress in content development through virtual meetings facilitating fidelity to Indiana state standards and specifications and managing adherence to deadlines for deliverables.

Louisiana’s Educational Assessment Program Connect Assessment System for Students with Cognitive Disabilities (LEAP) – Utilized expertise as ELA Content Specialist to compose literature and informational text reading passages and item sets for LEAP Connect Practice Test at three levels of complexity (i.e. Tiers 1-3). Followed item specification and applied specific criteria based on alternate achievement standards (AA-AAS). Formatted passages and items according to LDOE LEAP Connect requirements

Assessment Alignment and Linking Evaluations – Facilitated virtual and in-person alignment evaluation workshop with expert panelists in various content areas to collect data for use in evaluating the quality of alignment to ensure that the assessments yield meaningful, useful information for its stakeholders. Guided the group process and discussion, documented the group discussions, answered questions to facilitate the ratings, and confirmed that all ratings were captured appropriately. Worked independently and collaboratively to review these materials to ensure a foundational understanding of the assessment system and each individual EOC assessment in preparation for the workshop. Current and previous alignment and linking studies include:

North Carolina End-of-Grade and End-of-Course Assessments for Reading/ELA and Mathematics Alignment Evaluation

DC Science Assessments Alignment Evaluation

Georgia Milestones Assessment System Alignment Evaluation

I LEARN and I AM Assessments for Indiana Department of Education (IDOE)

Tennessee Comprehensive Assessment Program (TCAP) End of Course Assessments in Algebra I, English I, and Biology Alignment Evaluation

West Virginia’s Alternate Academic Achievement Standards and the Dynamic Learning Maps Essential Elements Linking Study

Professional Experience

Communications Coordinator, Trillium Health Resources
2017 – 2018

Wrote and edited copy for informational and educational print material, media alerts and news releases, internal and external publications reflecting company policies. Created content for web videos and social media, clearly explaining healthcare issues. Maintained company social media and media presence.

Brunswick County Schools*2015 – 2017*

Served as an ELA curriculum specialist and instructional coach for the district; Managed and maintained curriculum and assessments for grades 6 through 8 in alignment with district expectations and the North Carolina Standard Course of Study for ELA. Facilitated professional development across the district for classroom teachers focusing on research-based instructional best practices. Analyzed instructional practices through classroom observations and data analysis, providing feedback to improve upon those practices. Developed and managed a district-wide resource-share using Google Drive to support vertical and horizontal alignment of classroom instruction, resources, and assessments. Designed district interim assessments for ELA in grades 6 through 8 and led performance data evaluation PLCs with middle grades ELA educators throughout the district. Served as Project Developer and Lead for the district's 2017 Teacher Academy ensuring that the project met the standards, goals, and expectations of district and community stakeholders. Managed and oversaw productivity of multiple groups of stakeholders to ensure that project goals were achieved. Delegated responsibilities to participants according to skill and strength. Monitored workflows and maintained a flexible timeline as needed. Handled administrative tasks related to success of project.

North Carolina Department of Public Instruction*2012 – 2017*

Provided support to the North Carolina Department of Public Instruction (NCDPI) in multiple contracted positions. Developed, researched, and wrote curriculum instruction guidelines as a Digital Support Writer. Collaborated in state-wide lesson plan development initiatives, contributing to a bank of resources designed to support vertical and horizontal alignment of ELA instruction in grades 10 and 12 across the state. Provided teachers with formative assessment strategies. Constructed lesson plans aimed toward extending the depth and breadth of the North Carolina Standard Course of Study for ELA as part of state-wide initiative to provide a database of exemplar lessons for AIG students in grade 10.

Pender County Schools*2008 – 2015*

Instructed the North Carolina Standard Course of Study for ELA for grades 9 – 12 using research-based best practices for students with diverse needs including exceptional children and English Language Learners. Collaborated with colleagues across the district to develop vertically aligned unit plans and assessments and share resources. Instructed students in Alternate Learning Programs to support the district graduation rate. Provided leadership as department chair supporting the department implementation of district initiatives. Served as on-campus expert in Common Core State Standards (CCSS) and Positive Behavior Interventions and Supports (PBIS). Supported implementation of systemic professional development plans including focuses

on qualitative and quantitative data, PLDs, and formative and summative assessments based on school-site needs

**Professional
Affiliations &
Certifications**

North Carolina Professional Educator's License, Highly Qualified 9 – 12 English Language Arts

National Council of Teachers of English (NCTE)

**Honors &
Awards**

North Carolina Teaching Fellows Program, East Carolina University (2004 – 2008)

Presentations

Coleman, C., Cromartie, K., & Melvin, A. (2013, March). #collaboration: The Power of Using Science and English TOGETHER. North Carolina Association for the Gifted and Talented, Winston-Salem, NC.