

Jaimi B. Schaffer, M.Ed

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Career Objective

Seeking a position encompassing the areas of elementary or early childhood education, curriculum, instruction, assessment, professional development, project management, business development, human resources, recruitment

Education

Master of Business Administration

University of Phoenix, anticipated completion 2018

Master of Arts in Education

Gratz College, 2005

Bachelor of Science of Education, Elementary Education, Literacy Concentration

Indiana University of Pennsylvania, 2001

Certifications

CDA (Child Development Associate) Instructor Certification, Council For Professional Recognition, 2016

Professional Development Specialist, Council For Professional Recognition, 2014

Pennsylvania Director's Credential, 2015

PQAS (Pennsylvania Quality Assurance System) Certification, 2010

Instructional II Teaching Certificate, Pennsylvania Department of Education, 2006

Professional Experience

CDA Instructor/Case Manager

*Council for Professional Recognition, 2015-present (**part time**)*

Assist in teaching material from approved Child Development Associate curriculum in accordance with Council for Professional Recognition; provided regular, accurate, and timely student-specific assistance, feedback and support to students

Professional Development Specialist

*Council for Professional Recognition, 2013-present (**part time**)*

Mentor and coach students attaining their CDA (Child Development Associate), score observations and portfolios, assist in getting students ready to complete their assessment

Chief Executive Officer/Education Consultant

Grays Consulting, LLC, 2010-present

Design, implement, deliver professional development modules, consult and provide on-site technical assistance to various organizations, companies, corporations; topics included curriculum planning and implementation, NAEYC accreditation (served on panel on ECE experts, 2016), Keystone Stars assistance, classroom management, child observation and assessment, creating a balanced literacy framework, etc.; *long term positions included*

Executive Director, Regional Manager, Center Director, Business Manager, Director of Quality Assurance, Crisis Management

PQAS Reviewer/Scorer

*Southeast Regional Key, 2010-present (**part time**)*

Peer review and score professional development modules submitted to the Southeast Regional Key

Academic Coordinator (Kindergarten/First Grade)

Education Plus Academy Cyber Charter School, 2014-2015

Developed an online curriculum utilizing virtual materials to engage, scaffold, challenge and assess student progress; organized into interdisciplinary thematic-based units created critical thinking workshops by utilizing a project-based structure, including: inquiry, collaboration, research, synthesis, presentation and reflection

Area Manager

The Learning Experience, 2011-2013

Responsible for the daily operations and business practices of thirteen corporate/franchised child care facilities in New Jersey and Pennsylvania; maximized sales and profitability, maintained and increased levels of customer service, conducted franchisee and staff training, licensed new centers

Program Manager

Tot Time Child Development Centers, LLC, 2010-2011

Managed seven before/after school programs including kindergarten enrichment, ongoing hiring and training of new staff, provided stellar customer service and parent/staff relations, wrote curriculum and trained staff on curriculum implementation, liaison between school district and company

Instructional Teaching Coach/Literacy Coach

Teacher Advancement Program, 2008-2010

Organized and facilitated the TAP (Teacher Advancement Program) evaluation process to assist new teachers in balanced literacy instruction and classroom operations, ongoing coaching, modeling, demonstrating and co-teaching with assigned teachers, planned and implemented ongoing professional development

Trainer/Instructor

Regional Training Center, Gratz College, 2006-2008

Instructed "Teaching Readers to Think", graduate level class to teachers and administrators, focused on balanced literacy instruction for Kindergarten through 8th grade

Primary Grade School Teacher

Lower Merion School District, 2004-2008

Grade School Teacher

School District of Philadelphia, 2001-2004