

KIMBERLY N. JEFFERSON
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EDUCATION

Temple University, Philadelphia, PA (September 2006 – August 2009). Obtained Masters Specialist degree in School Psychology.

Swarthmore College, Swarthmore, PA (September 1992 – June 1996). Obtained Bachelor of Arts degree in Political Science.

PROFESSIONAL EXPERIENCE

School Psychologist, *School District of Philadelphia*, Philadelphia, PA (September 2010 – March 2017).

Provided support to students facing problems within schools in order to ensure an optimal learning environment. Managed an annual caseload of students ranging from preschool to high school age across multiple school buildings. Worked in environments with high numbers of students with exceptionally complex educational needs as well as severe behavioral concerns. Evaluated individual students' cognitive, academic, and socioemotional functioning to determine their eligibility for special education services as well as to design strategic interventions to address their needs. Analyzed test data, wrote evaluation reports, and presented feedback of results to diverse members of the school team. Completed extensive research on various issues affecting students which informed intervention planning. Consulted and collaborated with teachers and staff to develop effective behavioral strategies and plans. Participated regularly in school meetings. Assisted in the facilitation of crisis response. Provided counseling support to students as needed. Developed and maintained rapport with students and parents. Input and managed student data within appropriate District software (EASYIEP). Billed for services rendered.

School Psychologist, *Catapult Learning Inc.*, Philadelphia, PA (February 2010 – June 2010).

Worked as an itinerant school psychologist for various charter schools within Philadelphia on an as needed basis. Conducted comprehensive evaluations in order to determine eligibility for special education services. Wrote reports to address students' educational and socioemotional needs. Presented findings and recommendations to the school team.

School Psychology Intern, *School District of Philadelphia*, Philadelphia, PA (September 2008 – June 2009).

Received intensive supervision under a certified school psychologist while working at three elementary schools. Administered comprehensive assessments based on referral needs. Conducted functional behavior assessments (FBAs) with members of the school team. Developed and wrote behavior intervention plans based on FBAs when needed. Provided consultation to teachers regarding students with academic and behavior problems. Designed individual and group interventions and used progress monitoring data to determine the efficacy of interventions. Met regularly with licensed psychologists to receive individual and group supervision. Presented to other school psychology interns on relevant topics.

Graduate Extern, *Temple University, Office of Institutional Research and Assessment*, Philadelphia, PA (May 2007 – July 2008).

Worked within a higher education environment. Supervised the administration of various standardized, national, college placement, and job certification tests to groups and individual examinees. Provided testing accommodations to examinees with disabilities. Completed necessary paperwork for different exams. Communicated effectively with examinees and their families regarding testing protocols and

procedures. Registered examinees for testing. Provided office phone coverage. Completed administrative office work.

HIV Case Manager, *Mazzoni Center*, Philadelphia, PA (March 2006 – October 2006).

Worked as clinical case manager for diverse individuals infected with HIV/AIDS. Counseled and educated clients and their families regarding HIV/AIDS. Assessed clients' needs. Developed and implemented service care plans. Linked clients to appropriate medical, mental health, addiction, and support services. Coordinated and monitored services. Assisted clients with advocating for entitlements. Provided on-site case management in clinics and hospitals. Collaborated with other service providers and agencies. Completed written documentation of client interactions.

Hotline Follow-up Counselor, *Women In Transition*, Philadelphia, PA (March 2003 – July 2004).

Contacted individuals who phoned the hotline to further counsel them about their options regarding domestic violence and substance abuse issues. Provided appropriate resources to callers and advocated regarding issues such as shelter, housing, and public assistance. Maintained a caseload of women who needed additional advocacy or resources for ninety days. Screened women who walked into the office for their needs and provided advocacy when necessary. Provided daily hotline coverage for the Hotline Counselor. Presented on domestic violence and substance abuse to groups of adults and adolescents in various setting. Trained professionals on screening for domestic violence. Helped to train new hotline volunteers. Provided childcare coverage while clients received counseling services.

Administrative Assistant, *Careers USA Employment Agency, WIP Sports Radio Station*, Philadelphia, PA. (November 2002 – March 2003)

Edited letters, managed employer schedule, filed documents, copied paperwork, and answered phones.

Literacy Intern Teacher, *School District of Philadelphia, L.W. Waring Elementary School*, Philadelphia, PA (July 2001 – June 2002).

Functioned as a partner teacher in a combined second/third grade classroom with an experienced teacher. Created comprehensive lesson plans and organized student portfolios of classwork for use in parent-teacher conferences. Tracked student performance using spreadsheets and entered student grades using internet-based recording system. Assisted in the dissemination and administration of statewide assessments. Helped to create and maintain a creative, caring, and well-managed classroom environment.

Caseworker, *Department of Public Welfare*, Philadelphia, PA (November 1998 – July 2001).

Managed an extensive caseload of clients. Conducted interviews to determine eligibility for public assistance. Collected data to monitor clients' current financial status and modified benefits accordingly. Referred to state policy manuals to determine appropriateness of actions. Wrote concise narrative reports. Determined and presented cases before Hearing Officers when clients appealed case-related decisions. Identified clients' needs and referred them to available education, job training, and child support services.

GENERAL SKILLS

Microsoft Word; Microsoft Excel; PowerPoint; Outlook; basic Spanish