

Sarah C. Jones

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PROFESSIONAL SUMMARY

With almost 20 years of teaching and tutoring experience, a B.A in English (minor Communication), a M.A. in Education and English, and a 7th-12th grade teaching license, my accomplishments include presentations at several conferences and symposiums; involvement with various committees; work as a Quality Matters reviewer; and collaboration with individuals of diverse ages, backgrounds, and statuses. My work on campuses and schools throughout Ohio has made me fluent in various forms of technology such as Blackboard, Angel, WebEx, Turning Points, and Microsoft Office and has reinforced my strong leadership and interpersonal skills. Because I am continually improving my teaching style through consistent professional development, I have been recognized as an outstanding teacher and Change Agent. Currently, I continue to develop my leadership and teaching ability as a student in the Organizational Leadership EdD program at Concordia University.

SKILLS SUMMARY

- ◆ LMS Management: Blackboard/Angel/Schoology/D2L Learning
- ◆ Meeting Technology: Webex/Zoom/Google Meet
- ◆ Report Preparation
- ◆ General Office Skills (i.e., typing)
- ◆ Teaching Technologies: Softchalk/EdPuzzle/Kahoot/Screencast/No Red Ink/Slido/TurningPoint Clickers, and more.
- ◆ Technological Skills: Google Workspace/Microsoft 365
- ◆ Analytical/Research
- ◆ Quality Matters Rubric and Peer Reviewer
- ◆ Instructional Systems Design
- ◆ Curriculum Development
- ◆ Analysis and Assessment Design
- ◆ Microsoft Office
- ◆ Written and Oral Communication
- ◆ Team Building
- ◆ Problem Solving
- ◆ Organizational leadership

EDUCATION

Doctorate of Education in Organizational Leadership

2020-2024

Concordia University-Chicago/River Forest, IL
May 2024

Masters of English

2012-2014

Southern New Hampshire University/Hooksett, NH

Thesis: "Where Experience Meets Composition: A collection of research, reflection and practical plans for reaching the African American Student"

Masters of Education/Teacher Licensure

2007-2009

Antioch McGregor University/Yellow Springs, OH

Thesis: "Impact on Student Learning: Constructivist Learning"

Bachelor of Arts: Integrated Language Arts/Minor: Communication

2000-2005

Wright State University/Dayton, OH

Cum Laude (GPA 3.6)

Member: National Society of Collegiate Scholars (NSCS)

2005-present

Member: Phi Kappa Phi Honors Society

2005-2010

TEACHING EXPERIENCE

Honors College and International Affairs, Interim Executive Director*Central State University*

Xenia, OH

2023-Present

- Assume responsibility for enrollment and retention of new and continuing students who meet the Honors College standards.
- Administer honors scholarships and participate in the recruitment, selection, supervision and promotion of students for national and International scholarships and fellowships, including Truman, Boran, and Goldwater.
- Work with faculty, administration, staff, governing bodies of the university, and key stakeholders to maintain academic excellence within the College.
- Supervise and monitor all operations for the College program and needs.
- Develop, recommend, and administer the Honors College budget within funding limits.
- Maintain the Honors College webpage.

Honors College, Manager*Central State University*

Xenia, OH

2021-Present

- Plan and manage major events and workshops for over 300 students in the Honors College.
- Worked with various departments, colleges, student and faculty led groups, and external corporations to promote and plan events, programs, curriculum, and opportunities.
- Collaborate with the Executive Director to establish general and in the major honors curricula.
- Coach the Honda Campus All-Star Competition (HCASC).
- Co-advise the Student Honors Association, International Student Organization, and Toastmasters student organizations.
- Assist with enrollment, retention, and applying scholarships for new and continuing students who meet the Honors College standards.
- Maintain the social media pages and the promotional media plan.

Academic Instructor*Dayton Job Corp, Ace/DESI*

Dayton, OH

2017-2021

- Monitored and assisted 16- to 20-year-old students with their online Penn Foster high school diploma courses or GED preparation, helping over 150 at risk students to earn a high school diploma.
- Managed student progress, participation, and professional behavior through maintaining various career success standards.
- Assisted Academic Manager in managerial duties, including handling student accountability issues and maintaining order in the department.

Professor of Composition/Literature*Central State University*

Xenia, OH

2014-present

- Manage curriculum and provide online instruction to a diverse body of adult students for English 1100, 1101, and 1102 first year Composition courses using Blackboard, Blackboard Collaborate, Schoology, NoRedInk, Zoom, SoftChalk, and other technologies.
- Maintain grades, daily lesson plans, assessments, and other essential tasks related to teaching.
- Co-taught an Honors Colloquium 3300 titled "Youth Social Activism."
- Developed the *Great Books and Great Films* master course for Central State University
- Awarded a teaching award by the Arts and Sciences Department (2016)
- Served as a full-time face-to-face professor from 2014-2017 before switching to current adjunct status.

Wilberforce University

Wilberforce, OH

2015

- Provided instruction to first year and beyond students in Composition and Literature.
- Conducted various tasks related to teaching including grading, planning lessons, and assessing students.

Clark State Community College Springfield, OH 2013-2021

- Instructed a diverse body of students in their First Year Seminar, College Preparatory Writing and Interpersonal Communication courses.
- Used Blackboard and other technologies for online and face-to-face courses.
- Maintained grades, daily lesson plans, assessments, and other essential classroom management tasks.

Sinclair Community College Dayton, OH 2013-2015

- Managed curriculum and provided instruction to a diverse body of adult students.
- Used Angel and other educational technologies to assist in student learning.
- Maintained grades, daily lesson plans, assessments, and other essential tasks related to teaching their Developmental Writing courses.

Columbus State Community College Columbus, OH 2009-2015

- Provided tutoring services to students online (i.e., WebEx) and face to face.
- Taught Composition and Freshman Seminar courses.
- Conducted face-to-face and online writing workshops for the Writing Center.
- Awarded the 2014 CSCC English Department Outstanding Adjunct award.
- Managed curriculum, provide instruction, maintain grades, daily lesson plans, assessments, and other essential tasks related to teaching.
- Used Turning Point Clickers, Blackboard, WebEx and other technologies within online and face-to-face courses.

Wright State University Precollege Programs Dayton, OH 2007-2009

- Taught precollege students, in a campus environment, various lessons such as note taking and study skills to prepare them for college level courses.
- Maintained daily activities and learning instruction for those students.
- Taught youth during summer programs in topics such as career, poetry, study skills, computer basics, and personal communication.
- Assisted youth with the development of the *World of Warrior* Literature Study and Play and *Extra Extra* Newspaper.
- Aided first year students and their families during SOAR (Orientation Week) and First Weekend in order to promote successful transition into the university.

Miami Jacobs Community College Dayton, OH 2007

- Taught adult students, who were pursuing career degrees, the fundamental elements of composition and public speaking in face-to-face classes and online courses.

Wright State Community College University College Dayton, OH 2003 & 2004

- Taught first year college students lessons on study skills using the *Master Student* textbook.
- Used the common reading text, *Nickel and Dimed* by Barbara Ehrenreich, to engage students in discussions and other literary activities.
- Incorporated projects into the lesson that encouraged students to become familiar with the campus and their fellow classmates.

Sabbath School Superintendent

Church of God and Saints of Christ,

Cincinnati, OH

2014- present

- Instruct a diverse body of adult scholars, teenagers, and children in lessons related to the practices and beliefs of the Hebrew Israelite.

- Maintain records and materials
- Manage teaching schedule for volunteer teachers.

Tutor*Sylvan Learning Centers*

Vandalia, OH

2009

Huntington Learning Centers

Centerville, OH

2007-2009

- Provided supplemental instruction in reading, writing, study skills and mathematics to prepare students for OAT assessments in a tutoring environment.
- Tutored small groups and individuals in learning instruction based on their diagnostic examinations for a large tutoring company.

Substitute Teacher*Trotwood City Schools*

Trotwood, OH

2007-2010

Vandalia City Schools

Vandalia, OH

2007-2010

Northridge City Schools

Northridge, OH

2008-2010

- Assisted teachers and other staff members by overseeing various classes during a teacher's absence.
- Managed learning environment and provided instruction according to absent teacher's lesson plans.
- Maintained accurate, complete records of the day for the absent teacher.
- Conducted these same responsibilities for Trotwood and Vandalia city schools from 2007 to 2010.

Teacher Aide

Fairborn, OH

2007-2008

Montessori Children's Center

- Assisted a lead teacher with performing daily classroom instruction and activities for three- to five-year-old students in a traditional Montessori learning setting.

COLLEGE LEVEL COURSES TAUGHT

- Developmental English
- College Preparatory Writing
- Introduction to Writing and Reading for College
- Introduction to Writing for College
- Writing and Researching the Essay
- Composition I/Composition II
- Junior Composition Refresher
- Advanced Composition
- Great Books and Great Films
- British Literature
- World Literature
- First Year Seminar/Experience
- Interpersonal Communication
- Honors Colloquium 3300: Youth Social Activism

PROFESSIONAL DEVELOPMENT/TRAINING

- Participated in professional development training for adjuncts to improve teaching (Adjunct Faculty Advanced Learning Program-conducted by Dr. Carol Himelhoch). Also, during this time, I made improvements to my assessments to be more in line with Bloom's Taxonomy.
- Participated in and become certified with The National Tutoring Association.
- Participated in book discussions and obtained recognition as a Change Agent within the classroom Spring Semester 2014 at Sinclair Community College.
- Participated in Quality Matters Peer Reviewer training and become a certified higher education reviewer in July 2016 and K12 reviewer in December 2020.
- Completed online training through Alison for Introduction to Instructional Systems Design in July 2016.

- Hosted and participated in Networking with Industry Experts: English and Creative Writing through Southern New Hampshire University in December 2016.
- Participate in online Advanced Placement Reading as a Rater (June 2017 to present).

PRESENTATIONS/PUBLICATIONS

- Conducted and prepared a research paper and presentation related to the following topic: "Trauma that binds the book of our lives: Recovery through Reading, Reflecting and Writing" for the annual TYCA Midwest conference in October 2011 (Columbus, Ohio).
- Wrote various creative writing pieces during my pre-college undergraduate courses which were published in various publications throughout Dayton, Ohio including "Flights: Paul Laurence Dunbar Memorial" book (1999) and Chaminade Julienne publications (1996-1999)
- Participated in the *Gentileschi Academic Symposium: Defining Herself: Women, Art & Expression* by presenting a research paper on her life, her work, and the possible connection to art therapy.
- Presented at the Instructional Success Committee Faculty Idea Exchange Summer 2013 Conference on the topic of "Ebonics in the classroom." (June 28th)
- Participated in a round table discussion in remembrance of Maya Angelou in Fall of 2014 at Central State University
- Presented at the TYCA Midwest Conference (Grand Rapids, MI) in 2014 with past co-workers a workshop on "Mixing it Up: Re-envisioning the Writing Process within Communities."

COMMITTEES

- Contributed to the selection of the common reading text, *Nickel and Dimed* by Barbara Ehrenreich, for Wright State community College ('03-'04).
- Assisted with the review and improvement of the composition rubric for the Language Development courses at Columbus State Community College.
- Participated in the selection of the new textbook for the Beginning Composition courses at Columbus State Community College.
- Actively contributed to the selection of student's writings from various college courses at Columbus State Community College to be published in the literary publication, *Et al.*
- Served on the Judicial Board at Central State University (2015)
- Participated in the collaboration between Central State University, under the direction of Dr. Jennifer Cruz, and Clark State Community College to ensure better relations and smooth transitions from the 2-year college to the 4-year university (March 2016)
- Participated in the Faculty Learning Community committee to review rubrics and learning outcomes for the Humanities Department of Central State University.
- Contributed as member and treasurer of the Paul Laurence Dunbar Association for the Study of African American Life and History branch in Dayton, Ohio from 2015-2017.
- Actively participating on the Academic Policies Committee as a reviewer for new APRs for Central State University. Became chair of the committee in October 2015.
- Served on and chaired the Academic Program Review (APR) committee (Fall 2015-2017).
- Served on AAUP Writing Committee (Fall 2016)
- Served on Senate Research and Library Information Committee (Fall 2016)
- Assisted with the Education departments switch to CAEP Standards by reviewing EPP Alignment charts submitted by instructors (Fall 2016)
- Composed notes for the Senate committee (Spring & Fall 2016)
- Assisted with the Center for Instructional Technology Innovation (CITI) at Central State University and other staff in making the change from Blackboard to Schoology LMS.
- Assist the CITI at Central State University as a Quality Matters Peer Reviewer
- Serve on the Church of God Saints of Christ Youth Committee recording data and brainstorming ways to increase youth participation (2015).