

# Sarah Jones

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## PROFESSIONAL SUMMARY

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With over ten years of teaching and tutoring experience, a B.A in English (minor Communications), a M.A. in Education and English, and a 7<sup>th</sup>-12<sup>th</sup> grade teaching license, my accomplishments include various presentations at several conferences and symposiums; involvement with several committees that have chosen various texts for students either as a common text or for an English course, reviewed and improved rubrics according to Quality Matters standards, reviewed submitted APRs, selected works for the Columbus State Community College publication, *Et Al*; and collaborated with other colleges/universities. I have served on Central State University's judicial board; assisted with first year students during orientation week and other events on campuses throughout Ohio; and have become fluent in various forms of technology such as Blackboard, Angel, WebEx, Turning Points, and Microsoft Office. Because I am continually improving my teaching style through consistent professional development, it has led to my recognition on different occasions including at Columbus State Community College where I was given the "Outstanding Adjunct Award" in 2014. I am also certified with the National Tutoring Association and as a Change Agent.

## SKILLS SUMMARY

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- ◆ Blackboard/Angel Learning
- ◆ Webex
- ◆ Report Preparation
- ◆ General Office Skills (i.e. typing)
- ◆ TurningPoint Clickers
- ◆ Brazen Technologies
- ◆ Technological Skills (i.e. Google tools)
- ◆ Analytical/Research
- ◆ Quality Matters Rubric and Peer Reviewer training
- ◆ Instructional Systems Design
- ◆ Microsoft Office
- ◆ Written and Oral Communication
- ◆ Team Building
- ◆ Problem Solving
- ◆ Organizational

## EDUCATION

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### Masters of English

Southern New Hampshire University      Hooksett, NH      2012-2014  
Thesis: "Where Experience Meets Composition: A collection of research, reflection and practical plans for reaching the African American Student"

### Masters of Education/Teacher Licensure

Antioch McGregor University      Yellow Springs, OH      2007-2009  
Thesis: "Impact on Student Learning: Constructivist Learning"

### Bachelors of Arts: Integrated Language Arts/Minor: Communications

Wright State University      Dayton, OH      2000-2005  
*Cum Laude* (GPA 3.6)

Member: National Society of Collegiate Scholars (NSCS)      2005-present

Member: Phi Kappa Phi Honors Society      2005-2010

## TEACHING EXPERIENCE

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### Academic Instructor

Dayton Job Corp, Alutiiq/Afognak Dayton, OH      2017-present

- Monitor and assist 16-20-year old students with their online Penn Foster high school diploma courses
- Manage student progress, participation, and professional behavior through maintaining various career success standards.
- Assist 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 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.
- Co-taught an Honors Colloquium 3300 titled "Youth Social Activism."
- Maintain grades, daily lesson plans, assessments, and other essential tasks related to teaching.
- Served on the Judicial Board (2015).
- Collaborated with Central State and Clark State Community college on a committee under Dr. Jennifer Cruz (March 2016).
- Serve on and currently chair on the Academic Program Review (APR) committee (Fall 2015-2017).
- Serve on AAUP Writing Committee (Fall 2016)
- Serve 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)
- Assisted with the Center for Instructional Technology Innovation (CITI) as a Quality Matters Peer Reviewer and Course Developer.
- Assisted with the CITI's and other staff in making the change from Blackboard to Schoology.
- Composed notes for the Senate (Spring & Fall 2016)
- Awarded a teacher's award by the Arts and Sciences Department (2016)
- Served as a full-time professor from 2014-2017. Currently, serving as an online only adjunct.

*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-current

- Instruct a diverse body of students in their College Preparatory Writing and Interpersonal Communication courses.
- Use Blackboard and other technologies within online and face-to-face courses.
- Maintain grades, daily lesson plans, assessments, and other essential tasks related to adjunct teaching.

*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, materials, and teaching schedule for volunteer teachers.
- Encourage spiritual development and knowledge of scholars in their everyday lives.

### **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.

## PROFESSIONAL DEVELOPMENT/TRAINING

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- 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 necessary training to become certified with The National Tutoring Association.
- Participated in book discussion 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 trainer in July 2016.
- 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.
- Participated in online Advanced Placement Reading as a Rater in June 2017.
- Currently, taking online classes to become a Google Certified Educator Level 1.

## PRESENTATIONS/PUBLICATIONS

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- 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).
- Written 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 Julianne 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 28<sup>th</sup>)
- 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

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- 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.
- Participated in the collaboration between Central State University and Clark State Community College to ensure better relations and smooth transitions from the 2 year college to the 4 year university.
- 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.

References available upon request