

**Dorothy VanDeCarr, M.Ed.**  
512-731-7657 dorothyvandecarr@gmail.com

### SUMMARY

A program manager and teacher with experience in developing outreach programs, personnel recruitment & management, and building stakeholder relationships. Experience in ELA, math and science instruction, academic coaching and outreach. Extensive experience teaching and assessing the needs of underserved students and analyzing the effectiveness of educational and nonprofit services in cross-cultural settings. Effective communicator, strategic thinker, and works well individually or on a team. Conversational Spanish.

### EDUCATION

<b>University of Massachusetts in Boston</b>	Present
• <i>Graduate Certificate in Instructional Technology Design</i>	
<b>University of Texas in Austin: Master of Education (Curriculum &amp; Instruction)</b>	2003
• <i>Study abroad in India &amp; Russia</i>	
<b>University of Massachusetts in Boston: B.A. in Psychology</b>	1994
<b>University of Freiberg, Germany: Study abroad</b>	1992-93
<b>American University in Cairo, Egypt: Study abroad</b>	1989-90

### PROFESSIONAL EXPERIENCE

<b>Greenfield Community College: Admissions/Advisor Specialist (Ed. Dept.)</b>	Present
• Advertise & advise for the Early Childhood Education program	
<b>Holyoke Community College: Instructor, Transition to College &amp; Careers</b>	Thru 6-3-20
• Provide math & language arts instruction	
<b>Greenfield Community College: Bridges to Success Coordinator</b>	Spring 2019
• Plan & execute all aspects of transition to college program	
<b>Big Brothers Big Sisters of Hampshire County: Case Manager</b>	2017-2019
• Provide support to families, children and mentors.	
<b>Springfield Technical Community College: HiSET Instructor</b>	2016-17
• Provide high school equivalency test preparation	
<b>Springfield Pregnant &amp; Parenting Teen Program: HiSET Instructor</b>	Spring 2016
• Provided high school equivalency test preparation	
<b>Massachusetts Migrant Education Program: ESOL Instructor</b>	2015-16
• Provided English language instruction to migrant youth workers.	
<b>Foundation Communities: ESOL Instructor</b>	2013/2015
• Developed & delivered ESOL curriculum to Latin American immigrants	
• Assessed student needs/interests & maintained positive relationships	
• Differentiated instruction to accommodate individual learning styles	

- Literacy Coalition of Central Texas: VISTA Program Manager** 2014-15
- Recruited and screened non-profits for partnership
  - Recruited & screened VISTA applicants for hire
  - Prepared annual report and program budget
  - Presented program orientations to VISTA members and non-profits
  - Maintained program database
  - Conducted site visits
  - Maintained relationship with state office
  - Assessed VISTA member needs & goals
  - Intervened & mediated supervisor-VISTA member relationships
- Central Texas After-School Network: VISTA Member** 2013-14
- Supported afterschool programs serving low-income youth
  - Planned & oversaw major events
  - Recruited & coordinated volunteers
  - Organized year-long professional development series
- Foundation Communities: Tax Site Manager** 2013
- Managed volunteer-based tax center in an under-served community
  - Translated for Spanish-speaking clients
  - Coordinated volunteers
  - Addressed client concerns/resolved issues
  - Fielded tax law questions
- UTeach Outreach-University of Texas in Austin: Program Coordinator** 2001-06
- Oversaw operations of large education outreach service learning course
  - Quadrupled enrollment & expanded number of public schools served from 30 to 60
  - Matched student interns with school placements
  - Hired & managed 20 teaching assistants
  - Re-structured program to accommodate state mandated curriculum & testing requirements
  - Gave orientation sessions to undergraduates & local teachers
  - Promoted program across university campus & school district through media and in person
  - Maintained positive relationships with interns, campus faculty, district teachers & administrators
  - Gave school-wide science presentation to students & families
  - Evaluated program efficacy and student performance

### **TEACHING/CURRICULUM EXPERIENCE**

- Barrington/Walnut Creek Elementary: Math & Science Specialist** 2010-11
- Analyzed elementary grade-level testing data
  - Assisted teachers in improving their instructional practices
  - Collaborated with grade-level teaching teams & administrators
  - Provided small group instruction to students

- Researched best instructional practices
- Directed after-school science program

**J.J. Pickle Elementary:** Math/Science Instructional Coach 2009-10

- As above

**Pecan Springs Elementary:** 4th Grade Teacher 2006-09

- Co-wrote lesson plans for comprehensive math & science program
- Managed 4th grade math curriculum for team
- Founded & taught after-school karate program
- Researched best instructional practices
- Collaborated with grade-level team

### **VOLUNTEER SERVICE**

**KATHA Program of India:** Documented impoverished children's education 2001

**Sayache School of Guatemala:** Helped build local schoolhouse 1998

**Caritas of Mexico:** Cared for elders at senior service center 1997

### **AWARDS**

**Japan Fulbright Memorial Fund:** Fellowship to study K-12 education 2008

**Foreign Language & Area Studies Scholarship:** Summer in Russia 2003

**Texas Filmmakers Production Fund:** Independent filmmakers grant 2002, 2003

### **PERSONAL INTERESTS**

International travel, film-making, photography, computer-based media, martial arts, caving, triathlons & yoga.