

Donna A. Pawlik
208 2nd Terrace, Palm Beach Gardens, FL 33418
561.202.7904
donjoli08@gmail.com

Experience

August 2013 – Present, Teacher at Jupiter High School

- Teach Intensive Reading and English in mixed-level/mixed-proficiency ESOL classes

March 2007 – June 2013, District Resource Teacher at Professional Development, SDPBC

- Mentored and provided support for all Alternative Certification Program participants
- Collaborated with New Teacher Center Induction Program in providing mentoring/support for new teachers
- Designed and facilitated Area Mentor program
- Provided support to District Area Mentors via live face-to-face and online meetings
- Assessed coursework/provided feedback for entire cadre of 2013 Alternative Certification Program completers

October 2011 – November 2013, Co-Presenter for I-Teach Program at Professional Development, SDPBC

- Collaborated, planned, designed, and delivered training and support to school-based Mentors in monthly forums

August 2008 – October 2012, Online/Distance Learning Instructor at Professional Development, SDPBC

- Designed and delivered all phases of Classroom Management course for new educators

2008 (Summer and Fall), Adjunct Instructor for Teacher Preparation Program/Institute of Teacher Education at PBC

- Taught Classroom Management course for new educators in Teacher Preparation Program
- Taught Diversity course for new educators in Teacher Preparation Program

August 2004 – June 2006, ESOL Coordinator and Department Chair at Palm Beach Lakes High School

- Managed department faculty and support staff
- Monitored student progress, conducted intake testing, and maintained documentation for compliance
- Designed and managed After-School Tutoring Program

February 2004 – June 2004, Resource Teacher at Palm Beach Lakes High School

- Collaborated with faculty to maximize opportunities for student engagement and success
- Demonstrated best practices and ESOL strategies

1998 and 2000 (Summer), Assistant Director at Global Language Institute/Northwood University, WPB

- Directed and managed all aspects of residential Intensive English Language Program for international students
- Coordinated on and off-campus cultural and learning experiences for Special Programs and Youth International

August 1997 – February 2004 and August 2006 – March 2007, Teacher at Palm Beach Lakes High School

- Taught newcomer through advanced-level ELL students

October 1996 – August 1997, Teacher at Global Language Institute/Northwood University, WPB

- Taught English to adult international students at Intensive English Language Program (IELP)
- Collaborated with colleagues to create and deliver a robust, innovative, and exciting curriculum

June 1995 – August 1995, Residential Counselor/Substitute Teacher at Migrant Summer Institute at Lynn University

- Assisted in all phases of student life to provide migrant students the opportunity to obtain a high school diploma
- Coordinated Commencement Ceremony

Special Projects

- *Mask: Revelation of the Ancestors in the African Diaspora*, Event Coordinator/Consultant Cultural Council of Palm Beach County, February 21, 2015
- *Drum! The Voice of Africa in the Diaspora*, Event Coordinator/Consultant Cultural Council of Palm Beach County, February 22, 2014
- *Peer Observation*, online course for new and veteran educators, Course Creator/Designer Professional Development, SDPBC, August 2010
- ACP Mentor Appreciation Events, Co-Coordinator for annual recognition, celebration, and networking event Professional Development, SDPBC, May 2010 - 2011

Presenter/Professional Development Delivery

- *Orientation to The Alternative Certification Program*, SDPBC, 2007 - 2013
- *Dance of the Donkey*, Language and Culture Conference, Palm Beach County, November 2013
- Starting Off Strong/Intern Training, SDPBC, semi-annually, 2010 - 2013
- Beginning Teacher Assistance Program (BTAP), SDPBC, 2009 - 2013
- New Teacher Center (NTC) Symposium, Santa Cruz, CA, 2011
- ACP Online Mentor Training, SDPBC, 2007
- *Mind Massage: Reading Readiness for ESL*, ESOL Conference, Palm Beach County, 2006
- Spanish National Honor Society Induction Ceremony, Palm Beach Lakes High School, 2006
- *Movie Bonanza: Listening Through Film*, Sunshine State TESOL Conference, 1999 and 2000

Awards

- Fulbright Memorial Fund (FMF) Teacher Program, Japan, 2000
- Citibank Success Fund Grant, 2004

Special Skills:

- Certified Cognitive Coach
- Certified New Teacher Center (NTC) Mentor
- Certified Civil Court Mediator
- Conversational in Spanish
- Proficient with various forms of technology

Education

- M.S. in Education/TESOL, 1997 - Nova Southeastern University, Fort Lauderdale, FL
- B.A. in Anthropology, 1991 - Georgia State University, Atlanta, GA

Florida Professional Teaching Certification - Multiple areas of certification