

TRACY ANDREWS-MELLOUISE

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EXPERIENCE IN EDUCATION

2003

ADJUNCT FACULTY MEMBER- SPECIAL EDUCATION

FITCHBURG STATE COLLEGE, FITCHBURG, MA.

Clinical II Masters Coursework
Intensive Special Needs

2002-Pres.

ELEMENTARY PROGRAM COORDINATOR

NORTHERN R. I. COLLABORATIVE, CUMBERLAND, R.I.

- Recruit, Select, Supervise and Evaluate Classroom Teachers, Assistants and Related Service Personnel
- Conduct In-service Training for Staff Development
- Prepare and Administer the Budget for the Program, requisition materials and equipment
- Evaluate Appropriateness of Referrals to the NRIC
- Assist Communities in Planning and Development of Programs to allow for Students to remain in Community Based School Placements
- Coordinate Transition Programs for Students
- Develop Special Education Summer Programs
- Cooperate w/Public/Private Agencies, Organizations, and Professionals to secure and provide services for Students w/ disabilities

1999-2002

TEACHER OF CHILDREN W/ INTENSIVE SPECIAL NEEDS/INCLUSION FACILITATOR

WESTWOOD PUBLIC SCHOOLS, WESTWOOD, MA

- Responsible for Developmental Disabilities and Language/Communication Disorders Program(s)
- Responsible for Student's IEP Development/Progress Reporting
- Developed and Implemented Student Behavioral Support Programs
- Modified and/or Adapted General Educational Curriculum
- Designed and Implemented Curriculum for Students
- Designed and Implemented Alternative Augmentative Communication (AAC) Strategies for Students
- Trained and Supervised (5) Paraprofessionals

1995-1999 **INCLUSION FACILITATOR/SPECIAL NEEDS INSTRUCTOR**
WINCHESTER PUBLIC SCHOOLS, WINCHESTER, MA

1983-1998 **AMERICAN SIGN LANGUAGE INSTRUCTOR/SIGNER/TUTOR**

- WINCHESTER PUBLIS SCHOOLS, WINCHESTER, MA
- ASSABET VALLEY CENTER FOR COMMUNITY EDUCATION,
MARLBOROUGH, MA
- LEOMINSTER PUBLIS SCHOOLS, LEOMINSTER, MA

EDUCATION

M. Ed. TEACHER OF CHILDREN W/ INTENSIVE SPECIAL NEEDS
1999 FITCHBURG STATE COLLEGE
Mass. D.O.E. Certified (All levels)
R. I. D.O.E. Certified Severe/Profound (All levels)

B.A. WOMEN'S STUDIES
1983 UNIVERSITY OF RHODE ISLAND

B.S. PHYSICAL EDUCATION
1981 UNIVERSITY OF RHODE ISLAND
Mass. D.O.E Certified (PreK-12)
R.I. D.O.E. Certified (PreK-12)

PROFESSIONAL MEMBERSHIPS

TASH (Formally The Assoc. for Persons w/Severe Handicaps)
C. E. C. Council on Exceptional Children
D. D. D. Division on Developmental Disabilities
M. D. S. C. Mass Down Syndrome Congress
D. S. S. R. I. Down Syndrome Society of R. I.

REFERENCES

Provided upon request