

# KIMBERLY DAILEY

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## CERTIFICATIONS

**Missouri: Elementary (1-6), English (5-9) and (9-12), Mathematics (5-9), Library Science (K-12) and Reading (K-12)**

**Alabama: Elementary (K-6), Mathematics (4-8), English (6-12)**

## EXPERIENCE

### **Substitute Teacher, Penmac Employer Services November 2017 – May 2018 Waynesville, MO**

- Maintain classroom discipline in the absence of the regular classroom teacher. This included following all classroom procedures outlined by the regular teacher, performing hallway duty and before/after school supervision duties as required.
- Followed teacher's lessons plans to instruct students each day. As a long term sub, this position required collaborating with both a math and geology teacher to provide remedial lessons for special education students in a co-taught classroom.
- Performed other duties as needed by office staff and administration including clerical work in the counselor's office and principal's office during scheduled "conference hour."
- Graded papers when available to aid the regular classroom teacher.

### **Math/Computer Technology, Republic Middle School August 2010 – May 2017 Republic, MO**

- Worked in a one-to-one technology district that incorporated Google Chrome Books into the classroom. Utilized Canvas on a day-to-day basis to compose and maintain correspondence with parents and administrators about what was being taught during class time. This included using personally created videos to help "flip" lessons for students and address the various learning levels. It also included utilizing the online platform to assign and collect student work. Many times this resulted in receiving calls and/or having parents visit for conferences about their child's growth. This also ensured transparency in maintaining the course schedule and allowed transparency of my department as to where we were at in the curriculum. Prior to this utilized Google Classroom as a classroom management tool.
- Developed and incorporated daily formative and informative assessments to get immediate feedback as to student's understanding of lessons being presented. Many times this involved things such as exit tickets, thumbs up/thumbs down, using white boards to "show down" answers, or utilizing the online platform through Google Forms or Canvas Quizzes.
- Designed the curriculum for the sixth grade/seventh grade computer classes on three different occasions to address growing technology concerns as time passed.

- Taught students in sixth and seventh grade the correct finger usage through the Typing Agent computer-keyboarding program.
- Instructed students how to use Microsoft Office products--Word, Power Point, Publisher, and Excel, and how to use Google products—Docs, Sheets, and Slides. This included a major unit that required students to develop their own restaurant from the beginning brainstorming phase all the way through to completion through a final presentation. Taught students how to use Excel to track expenses and income earnings, Power Point to design graphic logos, restaurant floor plans, and menus, and more.
- Taught Internet safety and digital citizenship using the Common Sense Media and NetSmartz curriculum. This included teaching students proper netiquette in using social media safely and in a positive manner. It also developed student awareness of how to conduct an efficient and effective search of the internet when looking for a desired topic.
- Developed students' knowledge on the parts of the computer, input/output processes, etc.
- For the 2011-2012 school year, taught sixth grade math, utilizing various instructional methods to reach all learners and help them to become proficient in the Missouri Learning Standards. Developed, implemented, and re-evaluated lessons.
- All of these items required me to maintain statistics on student growth utilizing the district grading system. Was required to maintain suspense records showing overall growth and achievement of students, then utilize these records to prepare bi-quarterly reports for administration about the growth of my students.
- Maintained strict confidentiality of student data and grades according to FERPA laws.
- During this time, collaborated with regular ed teachers, with a focus on math, to help bring testing scores up. This involved developing cross-curricular lessons that incorporated other subject areas into all of the lessons taught
- Served on the technology committee, helping to make important technology decisions/purchases for the entire district, evaluating what technology was being utilized and what technology would benefit the teachers in the district
- Served as an in building technology trainer to fellow teachers to help implement technology. Coordinated work requests for training materials and helped facilitate re-instruction of technology related issues to staff when needed. Had to ensure that equipment for these trainings were available and set up at the appropriate time for presentation.
- Collaborated with the other seventh grade computer teacher to assist in the course preparation and build the curriculum into the BYOC.
- Served on the leadership team for the building that participated in annual inspections of our BSIP plan and building wide initiatives to determine what changes needed to be enacted.
- Directed a building wide team of students to produce a building "newspaper"
- Served as a media producer for building wide videos for assemblies. This included obtaining video footage, editing, following all applicable copyright laws, and then publishing the media.
- Responsible for classroom purchases and maintaining financial files for central office to track all purchases.

### **Computer Technology, Seymour Elementary August 2007 – May 2010 Seymour, MO**

- Developed the K-5 Computer Technology curriculum then assisted with course preparation every year thereafter to determine what changes needed to be made to curriculum.
- Successfully taught K-5 the skills needed to perform basic functions of computer usage.
- Implemented two different years of an "Internet Safety Month" that incorporated bringing in local law enforcement

to educate parents on the dangers of social media when used incorrectly.

- Educated 2nd-5th graders in the use of applications such as Microsoft Word, Power Point, Paint, Earobics, Waterford, and Kidspiration.
- Developed from the ground up and maintained the district's elementary website including calendar, upcoming announcements, keeping media current, etc.
- Performed RTI interventions with K-5 students by working with struggling students one on one or in small groups.
- Planned reinforcement activities with students, and developed strategies to achieve success.
- Utilized Study Island in whole group during class to help prepare students for the MAP Math and Communication Arts testing.
- Collaborated with regular ed teachers to develop supplemental lessons during computer class.
- Assisted with delivering the state MAP testing materials to SPED students to accommodate IEP's.
- Utilized Skype and other web based products to conduct video-conferences with individuals around the world as part of an integration in a cultures unit that I conducted.

#### **Title One Reading/Math, Seymour Elementary October 2004 – May 2007 Seymour, MO**

- Participated in Reading First program, addressing the five areas of early literacy.
- Pulled out and pushed into Kindergarten through Third grade small groups.
- Helped develop and implement literacy centers in the classroom.
- Performed DIBELS (Dynamic Indicator of Basic Early Literacy Skills) testing to track progress of all K-3 students.
- Utilized as Title One Math, pushing in and pulling out students who were struggling with classroom content.

#### **Administrative Assistant, Wade Palmer and Associates August 2001-May 2002 Rogersville, MO**

- Created correspondence between owner of company and prospective employers for a well established headhunting food and beverage business
- Performed clerical duties such as answering and directing phone calls, creating and responding to emails from prospective candidates, transcribing memos and resumes provided by potential candidates
- Used office equipment such as fax machine, copier machine, computer, telephone
- Helped manage schedules of owner in conjunction with phone correspondence with prospective applicants

#### **EDUCATION**

**Missouri State University – Springfield, MO – Bachelor's of Science in Elementary Ed – Graduated cum laude with a 3.61 GPA.**

**Drury University – Springfield, MO – Master's of Science in Human Services – Graduated summa cum laude with a 4.00 GPA.**

## REFERENCES

*Wade Palmer, Owner, Wade Palmer and Associates*

(417)889-3434 [wep@job-recruiters.com](mailto:wep@job-recruiters.com)

*Shannon Holden Assistant Principal, Republic Middle School*

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*Sarah Buchanan Science Teacher, Republic Middle School*

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*Sara Barnhart Physical Education Teacher, Republic Middle School*

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*Hannah Fraser Former Computer Technology Teacher, Republic Middle School*

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## EXAMPLES OF MY WORK

*This is a video that I created involving numerous local celebrities that was shown during our state testing pep rally.*

[https://drive.google.com/open?id=1rwtNpoI51s\\_ADFP0irEM7FlqNiAshq6g](https://drive.google.com/open?id=1rwtNpoI51s_ADFP0irEM7FlqNiAshq6g)

*This is the first part of the video, as stated above, to be shown during our state testing pep rally.*

[https://drive.google.com/open?id=1DwHbu1SHkE2\\_z\\_JOOkpu1SbhZSb3Irae](https://drive.google.com/open?id=1DwHbu1SHkE2_z_JOOkpu1SbhZSb3Irae)

*This is a video that I created when I worked as an independent consultant for a direct sales makeup company called Maelle for Black Friday*

[https://drive.google.com/open?id=1psU0\\_FD38f6rh0TQkbYOxm3v8LBpFHyU](https://drive.google.com/open?id=1psU0_FD38f6rh0TQkbYOxm3v8LBpFHyU)

*This is a video that I created as an intro for one of our pep rallies at school. "Jimmy Afro" was a parody of Jimmy Fallon*

[https://drive.google.com/open?id=1MOAljJ2XDvIkpV\\_rno7UWOjwZ5fcM7V8](https://drive.google.com/open?id=1MOAljJ2XDvIkpV_rno7UWOjwZ5fcM7V8)

*This is a video that I created for a Veteran's Day assembly at school.*

<https://drive.google.com/open?id=1Y0qP90Na85VxfwoyFcfLWjtzFfOAHWSZ>

