

# Mona Yasmineh Ducharme

*Redacted for Online Publication*

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## **LEADERSHIP**

- Department Chair, Special Education
- Collaborating with administration on Master Schedule
- Coordination of increase in co-teaching sections
- Organization of all 8th grade transition meetings for students with disabilities
- Creation of a Co-Teaching website and training sessions
- Management of Cheer program and booster club
- Coordination and execution of cheer competition on campus
- New teacher Reflective Coach for HBUHSD
- Student Teacher Supervisor for CSULB
- Manage Instructional Assistants for the department, organize schedules, train and complete evaluations.
- Assist in the interviewing and hiring of teachers and aides

## **Professional Development**

- AVID Summer Institute
- OCDE Co-Teaching Conference
- District English and Social Science Strategy and Collaborative Meetings
- Huntington Beach Union High School District Teacher Challenge
- OCDE 3 Day Mindfulness Training
- Tolerance Training, Museum of Tolerance
- Cheer Coaches training, World Class Cheer
- HBUHSD Tech Fest participant
- CA History Framework Conference
- Center for Teacher Innovation, Reflective Coach Training
- Introduction to Restorative Practices and Using Circles Effectively training, OCDE

## **Experience**

<b>Education Specialist</b>	August 2006 - present
<b>Department Chair, Special Education</b>	August 2013 - present
<b>Reflective Coach, HBUHSD</b>	September 2018 - 2020
<b>Student Teaching Supervisor, CSULB</b>	January 2019 - present
<b>Cheerleading Adviser</b>	August 2007 - June 2018

*Ocean View High School (Huntington Beach Union High School District)*

Highly qualified to teach English and World History. Create and implement Study Skills curriculum to aid students in gaining skills for long term school success. Hand schedule

students for classes suited to each one's needs. Consult on Master Schedule to afford students with disabilities access to all classes. Co-teach multiple sections of English and World History. Evaluate and mentor instructional aides and teachers in the special education department. Disseminate information regarding special education procedures to department members. Develop a co-teaching website to inform and guide the program in the district. Train teachers in co-teaching techniques. Work with new teachers to offer "just in time" assistance, collaborate on problem solving, improve teaching techniques and student outcomes.

Supervisor and Lecturer

January 2019 - present

*California State University, Long Beach*

**Education Specialist**

August 2005 - June 2006

*College Park High School (Mt. Diablo Unified School District)*

Taught English to students in a self-contained classroom. Guided seniors through graduation requirements and transition to college and career. Managed caseload of students with disabilities, designed IEPs, monitored progress and tracked performance in general education settings.

**Education Specialist**

August 1997 - June 2004

*Mesa View Middle School (Ocean View School District)*

Taught Social Studies, Literacy, English and Study Skills. Collaborated with teachers in English and Social Studies to ensure success for students with disabilities in mainstream classes. Created and designed 8th grade transitions to high school. Managed caseload of students with disabilities and their IEPs.

**Education Specialist**

August 1992 - June 1997

*Brea Jr. High (Brea-Olinda Unified School District)*

Taught Social Studies and English. Designed curriculum used in self-contained classrooms for students with disabilities. Collaborated with general education teachers to design co-teaching classes. Guided families through the 8th grade transition to high school.

**English Teacher**

August 1990 - June 1992

**Cheerleading Adviser**

August 1990 - June 1992

*St. Joseph High School (Archdiocese of Los Angeles)*

Taught 9th and 10th grade English and English Honors. Created honors curriculum in conjunction with department chair. Oversaw cheer program. Maintained safety regulations, chaperoned students to cheer competitions around the state and hired and managed cheer coaches.

**EDUCATION**

<b>Master of Arts, Educational Administration Program</b> <i>California State University, Long Beach</i>	May 2018
<b>Resource Specialist Credential Program</b> <i>California State University, Long Beach</i>	June 1992
<b>Single Subject Credential Program, English</b> <i>California State University, Long Beach</i>	December 1990
<b>Bachelor of Arts, English</b> <i>California State University, Long Beach</i>	May 1988

#### **TEACHING CERTIFICATIONS**

<b>Preliminary Administrative Services Credential</b>	January 2018
<b>Autism Certification</b>	June 2012
<b>SDAIE Certificate of Completion</b>	November 1996
<b>Clear Specialist Instruction Credential, Special Education</b>	December 1993
<b>Clear Single Subject Credential, English</b>	April 1991