

# *Glassboro Public Schools*



## **MEMO**

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To: Dr. Mark Silverstein, Superintendent of Schools

From: Danielle M. Sochor, Chief Academic Officer

Date: September 21, 2016

Re: Action Memo  
September 28, 2016 Board Meeting

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Request board approval to hire Mysti Specht for Home Instruction in Math at a rate of \$36.00 per hour. Start date will be September 29, 2016.

DS/bg

## **Mysti L. Specht**

146 Virginia Ave, Audubon, NJ 08106

*Phone:* (856) 889-3247 *Email:* mspecht2011@hotmail.com

### **SUMMARY OF QUALIFICATIONS**

Highly motivated professional with 10+ years of experience in various areas including: Education, Customer Service, Human Resources Staffing, and Training and Development

Successful in utilizing technology to enhance instruction and increase students' critical thinking skills

Excellent interpersonal communication and presentation skills

Well-organized and attentive to detail

Strong experience in Word, Excel, PowerPoint, PowerSchool, SMARTboard, ActivInspire (Promethian), OnCourse

### **EDUCATION**

**Master of Science in Teaching – K-12 Subject Matter: Mathematics**

**August 2014**

Rowan University, Glassboro, NJ

**Bachelor of Science: Business Administration**

**August 2001**

Rowan University, Glassboro NJ

### **CERTIFICATIONS**

**CEAS K-12 Subject Matter: Mathematics**

**July 2014**

**NJ Substitute Certification K-12, All Subject Matters**

**October 2012**

### **TEACHING EXPERIENCE**

**Kingsway Regional School District Swedesboro, NJ**

**September 2014 – August 2016**

**Kingsway Regional High School, Mathematics Teacher**

**September 2015 – August 2016**

**Kingsway Middle School, Long Term Substitute, Math 7**

**September 2014 – June 2015**

- Design and present comprehensive lesson plans for Algebra I, Foundations of Algebra I, Math 7 and Honors Pre-Algebra 7 classes as well as weekly Academic Assistance Program sessions. Lesson plans are centered upon real world situations in order to help students connect with material.
- Collaborate with Mathematics PLT and Special Education Co-teacher to facilitate daily learning experiences with a heavy focus upon differentiation, including use of flexible grouping, scaffolding material and small group instruction.
- Utilize various formative assessment tools on a daily basis to ensure student comprehension and mastery of lesson material.
- Incorporate various technologies in the classroom to enhance student learning experience and increase engagement. This includes, but is not limited to: iPads, Promethean Board, ELMO, etc.
- Facilitate Mathematics portion of SAT preparation course for high school students in Fall and Spring.

### **CLINICAL PRACTICE**

**Haddonfield Middle School, Haddonfield, NJ**

**Spring 2014**

**Grade 8 Mathematics**

- Developed creative lesson plans, activities, and assessment materials and facilitate interactive learning experiences for full load of eighth grade Algebra I and Accelerated Algebra II courses.
- Collaborated with Special Education teacher to successfully implement various differentiated teaching strategies to actively engage learners of all abilities.
- Conducted an Action Research Project entitled "Choice of Homework in an Eighth Grade Mathematics Classroom" which provides students with the choice of tiered homework assignments in order to investigate overall effect on motivation.

**Haddon Heights Junior/Senior High School, Haddon Heights, NJ**

**Fall 2013**

**Grade 7 Mathematics**

- Assisted teacher in facilitating Pre-Algebra lessons, with a focus on encouraging hands-on creativity, social skills, and analytical thinking.

### **RELATED EDUCATION EXPERIENCE**

#### **Math Teacher/Tutor**

Huntington Learning Center

**June 2013 – Present**

Cherry Hill, NJ

- Provide both group and individual mathematics tutorial assistance integrated with general study strategies utilizing a wide range of available curriculum resources.
- Assist high school students in comprehension and mastery of SAT Math skills.

#### **Substitute Teacher**

Source4Teachers

**October 2012-Present**

Cherry Hill, NJ

- Instruct core subjects to grade levels K-12, while adhering to school standards. Follow lesson plans assignment by permanent teacher. Implement relevant and fun activities for promoting quality student performance.
- **Foster a safe, positive and supportive learning environment.** Communicate with teachers regarding student progress and disciplinary transgressions.

### **PROFESSIONAL MEMBERSHIPS**

Member, ASCD

Member, NCTM

Member, ASCD Rowan University Student Chapter

### **OTHER EXPERIENCE**

Compensation Analyst

Compensation Specialist

Customer Service Senior Representative

Customer Care Research

Customer Service Representative

PHH Mortgage Corporation

**October 2010 – July 2011**

**April 2008 – October 2010**

**November 2006 – April 2008**

**May 2005 – November 2006**

**March 2004 – May 2005**

Mt. Laurel, NJ

- Evaluated jobs using established compensation survey data. Determined pay grades and prepared analysis on the validity of the evaluations. Participated in compensation surveys conducted by other companies.
- Developed, analyzed and administered compensation plan for group of 300+ commission only Field Sales representatives. Initiated and maintained regular communication regarding process and other imperative documentation changes.
- Ensured bi-weekly \$2MM+ commission payroll is audited for regulatory compliance and processed in a timely and accurate manner via corporate upload. Recommended and implemented revisions to payroll reports, procedures, and programs. Improved reporting functionality for management and individual payroll recipients.
- Directly supervised staff of five Call Center representatives and tailored coaching agenda to meet individual learning needs/styles. Served as department leader/subject matter expert and respond to direct customer challenge situation via phone, email and mail communication. Utilized numerous database programs and system reports to constantly monitor personal/departmental progress and possibilities for self/departmental improvement.

### **HONORS AND ACTIVITIES**

- Inducted into Rowan University's Upsilon Chapter of Alpha Epsilon Lambda (AEL), the National Honor Society of Graduate and Professional School Students, March 2014
- PHH Servicing Excellence Award. Bronze 2004, Silver 2005
- Voting member: Rowan University College of Business Advisory Council, 2002 - 2010
- Member, PHH "5 Star Committee" (encouraging the recognition of team players company-wide), 2004 – 2008