

Melissa Gerleman  
Assigned Courses

Summer 2019

SD550ZA – 31363 – Survey of Exceptionality  
SD560ZA – 32566 – Collaboration and Strategies for Inclusive Settings

Fall 2019

SD550A – 57719 – Survey of Exceptionality  
SD550B – 57720 – Survey of Exceptionality  
SD560B – 50401 – Collaboration and Strategies for Inclusive Settings  
SD560PA – 53223 – Collaboration and Strategies for Inclusive Settings  
SD560XA – 57721 – Collaboration and Strategies for Inclusive Settings  
SD560ZA – 57408 – Collaboration and Strategies for Inclusive Settings  
EL343A – 57849 – Trauma Informed Practices

Spring 2020

SD550A – 17441 – Survey of Exceptionality  
SD550B – 17442 – Survey of Exceptionality  
SD550XA – 14238 – Survey of Exceptionality  
SD550ZA – 12491 – Survey of Exceptionality  
SD560A – 11936 – Collaboration and Strategies for Inclusive Settings  
SD560B – 17443 – Collaboration and Strategies for Inclusive Settings  
SD560BZ – 18217 – Collaboration and Strategies for Inclusive Settings  
SD560XA – 15524 – Collaboration and Strategies for Inclusive Settings  
SD560ZA – 11446 – Collaboration and Strategies for Inclusive Settings  
SD560ZB – 17585 – Collaboration and Strategies for Inclusive Settings  
EL343A – 18087 – Trauma Informed Practices

Melissa Gerleman  
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Highly experienced in incorporating scholarly research and best practices into Special Education classrooms as a Lead Instructor. Extensive experience in teaching and coaching Special Education and General Education teachers and student teachers in daily implementation of curriculum and development research in the field of Special Education. A team leader who works with colleagues to prepare flexible lesson plans tailored to the needs and abilities of each class. Gifted in forming productive relationships with students, fellow faculty members, student teachers, and University faculty advisors. A Kansan with experience in three school districts and collaborative work with local constituents and university education departments.

## **Work Experience**

### **Elementary Education/Special Education Instructor, 2018-present**

#### **Emporia State University**

Instructor of Classes SD550 and SD560  
Faculty Sponsor of Trauma-Informed Educator Organization  
Faculty Advisor for Sigma Sigma Sigma Sorority  
Initiated a mentorship for Professional Development Schools with USD 260  
Educators Rising, Gardner-Edgerton, Faculty Support  
Co-developed new course, Trauma-Informed Practices for Educators  
Hosted Trauma Informed Conference for School Districts in Kansas  
Co-creator of Social-Emotional Certificate  
Conflict Resolution Presentation for Alpha Sigma Alpha  
Guest Lecture for School Psychology Organization  
OER Grant Recipient  
Collaborated on the Mental Health Grant  
Provided Professional Development on Trauma Informed Practices for Auburn School District  
Member of Dean's Advisory Council  
Peer Reviewed Publication, Trauma-Informed Certificate

### **Special Education Instructor, 2016- 2018**

**USD253, Emporia, Kansas**

#### **Village Elementary**

Administer WoodCock Johnson IV and evaluate results for district-wide policy decisions  
Develop and implement Individualized Education Plans for diverse learners  
Supervise and evaluate thirteen paraprofessionals  
Disaggregate data and design and implement instruction based on Master Data Driven Instruction  
Implement Zones of Regulations within classrooms  
Work collaboratively with Derby School District teachers in order to implement Trauma practices within the schools  
Introduce and implement Behavioral Program to track behaviors, using Safe and Civil Schools  
Faculty representative for the hiring of two administration position within the district.  
Train general education teachers to help non-identified peers in creating behavior plans and implementation.  
Completed Nonviolent Crisis Intervention Training  
Completed Trauma Informed Training  
Conduct school-wide quantitative research for policy  
Faculty Member of a Nationally recognized school for Capturing Kids Hearts  
Donors Choose recipient

### **Positive Behavior Instructor, 2014-2016**

**USD259, Wichita, Kansas**

#### **Enterprise Elementary**

Created Individualized Behavior Plans  
Special Education Leader within Enterprise Elementary  
Collaborated with Social Worker, Psychologist, and Behavioral Interventionist as needed to ensure student success  
Academic Leader in State Assessments  
Train, supervise, and evaluate paraprofessionals  
Developed a Model Classroom for other PBIS teachers and Administrators  
Behavior Leadership Team Member  
Building Leadership Team Member  
Assisted General Education teachers in creating Behavior Plans for General Education students  
Trained paraprofessionals, in academic and behavioral needs  
Implemented Behavior Program for eleven students  
Implemented Mindfulness within the classroom  
Created data-driven curriculum, analyzed data to meet the academic needs of my students  
Facilitated Professional Learning Community as a Group Leader  
Collaborated with General Education teachers to create effective lesson plans  
Created Social stories that are individualized to depict a social situation that my students with autism may encounter.  
Completed Nonviolent Crisis Intervention Training  
Developed community partnerships to support fitness program for special education students

## **Special Education Instructor, 2006-2014**

**USD266 Maize, Kansas**

### **Maize South Middle School**

Special Education Department Chair

Sixth-Eighth Grade Academic Instructor

Train, supervise, and evaluate paraprofessionals

Guided Special Education teachers in writing Individualized Education Plans

Taught General Education teachers to facilitate lesson plans to adapt to all learners

Coached General Education Teachers with implementation of Least Restrictive Best Practices

Member of School Leadership Team

Special Education Teacher of the Year 2012

## **Special Education Instructor, 2001-2006**

**USD259 Wichita, Kansas,**

### **Anderson Elementary**

Special Education Department Chair

K-5 Academic Instructor

McRel Leadership Team Member

Train, supervise, and evaluate special education paraprofessionals

Facilitated teaching Special Education teachers to write Individualized Education Plans

Presented to the State Board of Education about the importance of relationships in making academic gains

Taught General Education teachers lesson plans to adapt to all learners and assisted with implementation

Team taught with General Education Teachers

Created and led Observation Classroom for Principals and Teachers from across central Kansas

Golden Apple Winner, nominated by classroom parents, 2004

Collaborated with Special Education Professors at Kansas University to capture qualitative research and implement best practices

## **Education**

### **Emporia State University**

Bachelor of Science; Elementary Education/Special Education 2000

### **Kansas University**

Masters Degree Coursework, 2003

Autism

4.0 in classes taken in Graduate Level Studies

## **Concordia University-Portland**

Masters Degree in Trauma and Resilience in the Educational Setting, 2019

### **Workshops and Conferences**

Provided Inservice on Behaviors and Trauma, to Auburn Elementary, 2020

Presenter at TED Conference, October 2019

Presenter to New Faculty at Emporia State University on Effective Teaching and Learning, August 2019

Professional Development School Conference Speaker, Trauma and Behaviors in the Classroom, February 2019

Educators Rising Presenter, March 2019

Presenter at Kansas State Board of Regents

Capturing Kids' Hearts Conference

Trauma-Informed School Conference

Safe and Civil Schools Workshop

Behavior Queen-Amy Dean

Grant Writing USA

Jumpstart Design for Canvas

Adaptive Leadership within College Classrooms

### **Grants**

Online Educational Resources Grant, Internal

Mental Health Grant- Collaborator

### **Service**

Educator Rising, Gardner-Edgerton Advisor

Faculty Sponsor of Trauma-Informed Educator Organization

Faculty Advisor for Sigma Sigma Sigma Sorority

### **Skills**

Strong Written and Oral communication skills

Ability to learn things quickly

Ability to work under pressure/in a fast-paced, deadline-driven environment

Proficient in Microsoft Word and Excel

Proficient in qualitative research methods, disaggregating data, and presenting results for policy discussion

Experienced in writing Prior Written Notices, Evaluation and Eligibility reports

A wide variety of teaching methods to make learning enjoyable and keep students of all ages engaged in the learning process

Creating and Implementing Behavior Plans and Individual Instruction Plans

Creation of Individualized Instruction plans and incorporation of new information into existing plans

Working collaboratively with students and families from diverse cultures