

Madeline Matthews

256 18th Ave So
South Saint Paul, MN

651-968-7046
matthews.mm@outlook.com

"In Madeline, you have a teacher who is not only a master of her content area, but someone who understands and respects the students she teaches."

Julie Carroll
Valley Southwoods
Language Arts Teacher

"An effective and organized leader for our students, and our team of instructors. She maintains professionalism with her peers, and is responsive to parents when they have concerns, or want to consult about their child's performance."

Deb Guertin
Mathnasium of Woodbury
Owner

Drake University
B.S. 5-12 Education
B.A. Writing

Skills
Unit and lesson planning
Community outreach
Learning Management Systems--Moodle,
Blackboard
Infinite Campus

Professional Goal

To obtain an instructional position in a collaborative school environment that is committed to every learner's safety, well-being, and potential to succeed.

Experience

Saint Mary's University Graduate School of Education, Minneapolis

Program Coordinator - M.A. Teaching & M.A. English as a Second Language
April 2017-Present

- Model systems, tools, and technology for faculty and instructors
- Lead an outreach project that has seen the return of 28 long-term inactive students since summer 2017
- Identify grants and write project proposals designed to establish and sustain partnerships among ESL teacher program and local schools
- Collaborate with program staff to adjust courses in response to changes in state licensure, university policy expectations, and acknowledge current issues in k-12 education

Administrative Assistant - Teacher & Administrator Licensing
October 2016-August 2017

- Engaged in program planning meetings, kept meeting records and communicated updates to faculty and advisors
- Organized graduate student records across four School of Education licensure programs, converting 150+ into digital files
- Provided direct support to faculty and students, and program staff

Mathnasium of Woodbury

Lead Instructor
May 2015-Present

- Encourage critical thinking, use multiple approaches and affirm individual learning processes to promote learner confidence
- Oversee classroom management of learning center, fostering learning for every learner

AmeriCorps Promise Fellows, St. Paul

Youth Leadership Program Coordinator - 1800+ volunteer hours
September 2015-August 2016

- Coordinated leadership program for immigrant, refugee, first generation, and varying levels of ELL high school girls in St. Paul Public Schools, and Fairview Alternative High School
- Planned workshops to fulfill program outcomes of youth leadership, goal setting, academic support, community engagement, and self advocacy
- Responded to Youth Program Quality Assessment to identify opportunities to improve program, engage youth, and accomplish goals

AmeriCorps NCCC / FEMA Corps, Mississippi, New York, Philadelphia, W. Virginia

Corps Member - 1700+ volunteer hours

July 2014-May 2015

- Researched, developed, marketed and delivered disaster preparedness workshops
- Identified and catalogued partners in community level disaster response efforts

Drake University School of Education, Des Moines

Student Teacher--Language Arts

January 2014-April 2014

- Collaborated with host teachers and special educators to differentiate instruction to meet the needs of students with IEP and 504 plans, as well as EL students
- Assessed prior knowledge to inform instruction, and summative assessments to measure student progress in mastering Iowa Core standards for English
- Taught freshman and sophomore English
- Facilitated general academic support to students assigned to a tutor hour elective

Projects

Saint Mary's--Missing Voices Equity in Education Summit (2018)

Collaborated as a planning team member

Promptly (2018)

Wrote, edited, published book of writing prompts

Upper Midwest Civic Engagement Conference (2014)

Presented community publishing project

Drake Community Press and *Al Éxito*

The Ones I Bring With Me: Los Que Llevo Conmigo (2014)

Interned, conducted interviews, wrote biographies, edited

Junior Editing Camp *Al Éxito* (2013)

Planned and facilitated writing and editing workshops for middle school youth

Periphery, 50th ed. (2013)

Contributed writing

Teaching License

File Number: 504537

5-12 Communication Arts & Literature

5-8 Mathematics