

TRACY J. MILLER

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OBJECTIVES:

My current objective is to acquire the experience and education I need to pursue a career in teaching exceptional learners.

EDUCATION:

1998: **High School Diploma**, Jacob Hespeler Secondary School

2003: **Honors Bachelor of Arts in English/History**, Huron University College

2005: **Bachelor of Education (Consecutive)**, University of New Brunswick

2007: **ASW Certificate**, Autism Intervention Training Program, University of New Brunswick

Present: **Masters of Education (Exceptional Learners)**, University of New Brunswick

WORK EXPERIENCE:

(Paid)

January 2009-Present: **Autism Intervention Training Program Practicum Instructor**, College of Extended Learning, University of New Brunswick, Fredericton, NB

- Train Teacher Assistants in various school districts in New Brunswick in principles of Applied Behaviour Analysis
- Taught basic knowledge of forms of data keeping and principles of teaching Intensive Behavioral Intervention
- Kept records of student progress and gave in the moment feedback while working with students
- Wrote quality relevant programs for child participants and gave recommendations to each child's support staff
- Liaised between parents, schools, and district personnel on program scheduling and information

September 2008 – May 2009: **Private Clinical Supervisor**, Fredericton, New Brunswick

- Wrote and supervised programs for a child transitioning to a Kindergarten classroom focusing on language, social skills development and self-help skills such as requesting toilet
- Wrote programming for child in early elementary for self-regulating anxiety and increasing social playground behaviours with peers

Summer 2008: **Off to School Program Coordinator and Teacher**, Autism Intervention Services, Fredericton, NB

- Designed A.B.A.-based kindergarten preparatory school for autistic clients
- Designed data collection sheets for targets such as fine motor ability, gross motor ability, receptive and expressive language, attending and pretend play skills
- Wrote program manual and quality lesson plans that included accommodations for all levels of learning
- Assessed maladaptive behaviors from session to session and aided Clinical Supervisors and workers in implementing behavior protocols
- Supervised Autism Support Workers in program by instructing on prompt levels and behavior management

*November 2007 – May 2009: **Clinical Associate**, Dr. Paul McDonnell, Fredericton, NB*

- Assessed young children and teens for autism, ADHD and other childhood disorders using various assessment batteries
- Aided in reinforcing clients, establishing contingencies and managing behaviors
- Conducted therapy sessions for child with Asperger's Syndrome
- Wrote psychological reports under the direction and supervision of child psychologist
- Wrote programming for clients with autism requiring behavioral interventions

*October 2007 – June 2008: **Substitute Teacher**, District 18, Fredericton, NB*

- Taught in the Resource Department (Special Education) on a regular basis
- Provided students with safe and enriching learning environments during teacher's absence
- Followed instructions, lesson plans and daily goals of absent teacher as requested
- Provided fun and educational reinforcement to students to keep interest and compliance during classes

*Summer 2007- December 2007: **Staff Trainer** Autism Intervention Services, Fredericton*

- Created manual to serve as training guide for new trainees
- Gave in the moment and written feedback to trainees while working with clients
- Reported to clinical supervisors on progress of trainees

*Summer 2007: **Off to School Program Coordinator and Teacher**, Autism Intervention Services, Fredericton, NB*

- Designed A.B.A-based kindergarten preparatory school for autistic clients
- Designed data collection sheets for targets such as fine motor ability, gross motor ability, receptive and expressive language, attending and pretend play skills
- Wrote quality lesson plans that included accommodations for all levels of learning
- Assessed maladaptive behaviors from session to session and aided Clinical Supervisors and workers in implementing behavior protocols
- Supervised Autism Support Workers in program by instructing on prompt levels and behavior management

*June 2005 – October 2007: **Autism Support Worker**, Autism Intervention Services, Fredericton, NB*

- Implement Clinical Supervisor's prescribed programming to autistic students
- Record data on each student's daily progression through programming
- Confer with Clinical Supervisor bi-weekly and give input on the effectiveness of programs
- Help clients to achieve their cognitive, social, and daily living needs
- Provide quality preschool intervention and transition into elementary school settings for clients and families

*February 2005 – September 2005: **Patient Attendant**, Comcare, Fredericton, NB*

- Supervised confused or non-compliant patients for nursing staff
- Provided company for clients
- Aided clients in maintaining their comfort during hospitalization

*January 2005 – June 2005: **Substitute Teacher**, District 18, Fredericton, NB*

- Provided students with safe and enriching learning environments during teacher's absence
- Followed instructions, lesson plans and daily goals of absent teacher as requested
- Provided fun and educational reinforcement to students to keep interest and compliance during classes

*Summer 2004: **Summer Student**, UNB Art Centre, Fredericton, NB*

- Wrote programming for Design Works workshops lunch programs
- Coordinated Design Works arts program for children ages 8-15

- Kept scrapbook of media coverage of the Art Centre
- Aided in writing annual reports
- Organized records for College of Extended Learning courses

Summer 2003: Residential Camp Coordinator, Camp Samac, ON

- Wrote and organized weekly programming schedules for the residential and day camps
- Kept inventory on supplies
- Supervised residential campers and residential camp counselors
- Conducted counselor and Site-coordinator evaluations
- Co-organized and scheduled special guest sessions

Spring 2003: Co-teacher, City “Write-It” Program, City of London, ON

- Wrote weekly lesson plans for 90-minute Saturday creative writing program
- Taught creative writing concepts to grade six children
- Evaluated student work and kept track of student progress

(Volunteer)

Fall 2004 Student Intern, Montgomery Street School, and Fredericton, NB

- Planned and executed lessons in all curriculum areas
- Planned and organized field trips
- Assisted Supervising Teacher in daily classroom maintenance
- Attended professional development seminars
- Participated and aided in organizing extra-curricular activities such as choir

Winter 2004: Volunteer, UNB Preschool, Fredericton, NB

- Helped preschool teachers maintain the classroom
- Played with and read to the children every Tuesday and Thursday class

AWARDS:

2005: **Dean’s List** at Faculty of Education, UNB
 2004: **James Somerville Scholarship**, UNB
 2002: **Dean’s List** at Huron College, University of Western Ontario
 1999: **Level Six, Piano** Ontario Conservatory of Music
 1999: **Level Six, Flute** Ontario Conservatory of Music
 1998: **Honor Roll** at Jacob Hespeler Secondary School
 1998: **Ontario Scholar Award**

INTERESTS/ACTIVITIES:

Swimming
 Judo
 Playing flute and piano
 Writing poetry and prose
 Reading
 Working with children/volunteering

REFERENCES:

Available upon request