**Kristin Herbert**

**Education Programs Consultant**

**http://jobs.spb.ca.gov/wvpos/more\_info.cfm?recno=610246**

 Job Description:

**DUTIES**

In collaboration with the California Department of Education (CDE) and other Early Education and Support Division (EESD) program units, this position provides statewide leadership and support in areas relating to the design, policy development and analysis, and implementation of quality child development opportunities for children, their families, and the greater child care community. The consultant will be a part of “leading edge” initiatives, legislation, and regulatory development to improve the infrastructure, which guides and supports a wide range of child care and development program services. As a representative of the EESD, the consultant serves as a subject matter expert on a variety of issues, including the administration of subsidized child care and development services. Some travel is required.

**DESIRED QUALIFICATIONS**

* Diverse experiences in child care and development programs
* Knowledge of current trends, research, and practices in child development
* Ability to communicate effectively, both in writing and verbally, in small and large group settings
* Knowledge of how the child care system operates statewide
* Ability to establish and maintain collaborative partnerships with individuals and groups possessing varied backgrounds and perspectives relating to child care issues

**WHO MAY APPLY**

Individuals who are eligible for all methods of appointment may be considered (e.g. list appointment, transfer, re-instatement, surplus, State Restriction of Appointments (SROA), re-employment, Training & Development assignment). For information on how to obtain list eligibility, please visit the CalHR website at <http://www.jobs.ca.gov/> . All applicants must clearly indicate the basis for their eligibility in the “Explanations” section on the Standard State Application Form (STD 678). Applications will be screened and only the most qualified candidates will be interviewed.

**HOW TO APPLY**

**Submit a State Application (Form 678) to:**

Marguerite Ries (PCN 4716, 4717, 4961)

Early Education and Support Division

1430 N Street, Suite 3410

Sacramento, CA 95814

(916) 322-6233

**APPLICATIONS MUST BE RECEIVED BY: April 1, 2015**

 Narrative Summary: This position allows me to work with diverse families and integrate my knowledge in everyday activities to strengthen opportunities for children. It guides families towards gaining a better relationship with their community and children. This fits my abilities because I have gained extensive knowledge on how to assess different situations, how to implement sensitivity towards differences, on child development, and how to support families based on protective factors. I also have learned the developmental stages for physical and emotional well being for children, so this knowledge will enhance the programs that I implement. I am interested in this position because I am interested in working with children and families and really getting the children to their highest potential. I want to be their support system and help guide them to a healthier lifestyle. I will make revisions to my resume by writing more about the conflict management I have had to deal with, and how I have taken courses referencing protective factors, adolescent development, and more about my background knowledge on cognitive and physical development in children.

**Kristin Herbert**

305 Ash Street Apt. 4, Chico CA, 95928

Kristinherbert14@gmail.com (916) 842-9770

**Education:**

 **California State University, Chico Current**

 **Bachelor of Arts: Child Development GPA- 3.7**

Minor: International Studies

 **Relevant Courses:**

 Access and Equity in Education

 Child Development Practicum

 Development of Appropriate Curriculum for Children

 Child and Adolescent Psychology

 Psychology of Teaching

**Sierra College**

 **Associates of Arts: English**

**Granite Bay High School GPA- 4.0**

**Experiences and Internships:**

 **Parkside Preschool September 2014- March 2015**

 **Teacher’s Assistant**

Monitored students aging from infancy to five years

 Worked with individual children to overcome difficulties

 Assessed Student progress through portfolios

 Facilitated confrontations and arguments amongst children

 **Supervised Fieldwork- Chico, California August 2014- December 2015**

 **Student Intern- 2-3 Years Old**

 Maintained and assessed safe environments for multiple children

 Watched many children simultaneously

 Assisted in comforting and putting children to sleep

 Changing diapers and monitoring bathroom habits

  **Innovative Preschool- Chico, California January 2014- May 2014**

  **Student Intern- 3-5 Years Old**

 Supervised multiple children at once

 Worked with children’s differences in an inclusion setting

 Created a safe environment

 Introduced and created play activities to foster learning

 **Shasta Elementary- Chico, California August 2013- January 2014**

 **Supervised Practicum- 4th Grade February-2015 - Current**

Monitored students’ activities

 Assisted individual children with homework difficulties with ELA

 Applied students’ interest in daily activities

 Assisted in creating relevant coursework

 **Chevy’s Fresh Mex- Roseville, California 2011-2013**

 **Server**

 Multi-tasked in a fast-paced environment

 Worked with many different cultures with respect

 Communicated effectively with customers, families, and coworkers

**Affiliations and Honors:**

Deans List Honor Roll: Fall 2011, Spring 2011, Fall 2012, Spring 2012, Fall 2013, Spring 2014

**Coursework:**

 **CHLD 251:**

 I studied how to properly take notes objectively and with non-bias. I observed a supervised preschool and took detailed notes on the developmental stages of children. I made a complete write-up on these children and applied it to a documented comparing specific manners of these children to typical developmental stages. By taking detailed notes, and creating an objective document, I will be able to apply these skills to future documents on children. I will also be able to understand and realize any atypical behavior and be able to implement curriculum and activities that are universally accessible.

 **CHLD 282:**

I studied the DRDP (Developmental domains for children) extensively volunteered in an inclusive Preschool (Innovative) and studied the typical behaviors of children. I was able to observe typical lessons and classroom management for young children. I created and implemented specific curriculum for the children on a monthly basis. By creating my own curriculum, I gained knowledge into the work that must be done in order to do so, which can be applied to future lessons. This has taught me dedication to making sure every lesson is created at it’s highest potential to be able to advise myself and others on how to recreate and strengthen each lesson.

 **EDTE 302**

Iobserved classroom management, implementations of curriculum, and student teacher relationships within a fourth grade general education classroom. I created multiple surveys and interviews for the teacher regarding classroom management, Common Core, and how to make lessons interesting for young students. I also spent time gaining valuable experience doing typical teacher jobs such as assessing children. By observing and completing everyday behaviors of a teacher, I understand the importance of consistency and hard work. I was also able to observe first-handedly the struggles some student’s face as result of diversity. This will help me focus on equity for all students.

 **CHLD 255**

I studied the healthy behaviors for a supportive family. We focused on diffusing stressful behaviors, how to effectively communicate with others, and signs that will be shown with a student in trouble. This lesson will be applied to everyday life with other people, associates, and students. Working with families, this will help me really show empathy for differences and truly accept the challenges faced ahead.

 **EDTE 520**

 I learned how to write meaningful lessons and curriculum. I learned effective ways to manage a classroom, and how to work closely with associates. Creating lessons plans are essential in teaching; therefore, by taking this class I have learned how to make every lesson valuable instead of medial work. I plan to apply these lessons to everyday teaching. This will help me focus on making each lesson effective, as well as other important activities.

 **KINE 320**

I learned the importance of physical education for youth. I learned the proper ways to teach a child how to move effectively, and to gain skills necessary to apply in their everyday lives. This course helped me understand how to assist children into becoming lifelong movers. This will be important for my future as a teacher because I want the children to be healthy and physically active.

 **CHLD 495**

I have learned how to be an effective speaker and habits to enhance my professionalism. We participated in professional development seminars and applied this to postings and written statements on our understandings of working with children and other adults. These seminars will assist in my future communication with other professionals and parents.

**Interests:**

 Cooking, travelling to other countries, learning languages, animals, and spending time with my family.

**Personal Attributes:**

 Very responsible, open-minded, accepts and loves challenges, dedicated, respectful, and understanding of others.

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March 23, 2015

Dear Department of Education,

 I am a Child Development major, graduating in May 2015, whose travels abroad and multiple internships has gained invaluable experience and knowledge regarding diversity, acceptance, and respect. I am confident that my experiences and education will enhance a child’s life and environment in many different ways. Dr. Cindy Ratekin, department supervisor of the Child Development, has advised that I apply for a position that can incorporate my skills and attitude regarding enhancing children’s lives. Becoming an education consultant will allow me to build strong environments and activities that will encourage children to reach their full potential. I was very interested in the responsibility and dedication required for the position, as I like to challenge myself. Would I be the primary consultant? I have much experience writing and implementing curriculum that I feel confident to share with colleagues.

 Working alongside a cohort of enthusiastic individuals, I have learned to work and collaborate with colleagues to enhance our ideas and activities. I have observed effective teaching strategies and activities that not only interest students, but complement their developmental levels. I finished nine AP classes in high school while concurrently successfully attaining a cosmetology license. I was able to graduate college with prerequisites for a teaching credential in three years. I am not unfamiliar to hard work and dedication, and am excited to put this energy in becoming a consultant. Throughout my studies in Thailand and my traveling to Italy, England, Scotland, and Mexico, I have learned about diversity and the individualization needed for every individual. I am ready to advise those around me in successful strategies to reach children and make them engaged in activities. I have some to learn in the field of legislation, but my tenacity and dedication to this job will ensure I self-educate to strengthen my understandings.

 Thank you for your time and consideration. I look forward to hearing from you and the possibility of meeting for an interview.

Respectfully,

Kristin Herbert

Interview Questions:

**Tell me about a time when you used your fact-finding skills to solve a problem.**

The child development world is based on facts and experiences. Therefore, I find it essential to have our information backed up and understood from multiple perspectives. For instance, I could easily plan a game of baseball for a group of preschoolers, but if we looked up their developmental levels for the age of four, we would discover these children aren’t ready for a full game of baseball. Therefore, I would simplify to lesson to enhance their understanding. Maybe break up the sport into practicing hitting on a T, throwing the ball, or catching with two hands.

**Tell me about a time when you delegated a project effectively.**

As a consultant, people will be learning from me what to expect with children, and also what they can do to encourage legislation to pass. I would have to delegate effectively, because this job is not a one-man team. One situation I have personally delegated a project would be planning my grandparents’ fiftieth reunion. I had to get all of my family in Southern California and have food, activities and more. Therefore, instead of doing everything myself, I assigned doable jobs, such as finding a caterer, for to immediate family and the event was a success!

**Tell me about an experience when you dealt with an upset customer or co-worker.**

We are always taught that the customer is always right. As a former waitress, I was criticized for making the wrong shaped tortilla and was actually sent back three times until they were perfectly round. Although this caused deep frustration, I had to keep a calm head and make sure that the customer was happy with, not only the tortillas, but my attitude as well. Although this is very true with marketing and the food industry, I would let this guide but not dictate my job as a consultant. I am a consultant because I am confident in what I have learned; and therefore, I need to stick with what I believe in and what is based on research.

**Tell me about a time that you successfully dealt with a person when that person did not like you or vice versa.**

I have had some issues with individuals working on group projects because some individuals don’t trust group members to complete their work. In this particular case, one individual was quite rude to the entire group saying that he was just going to do the whole thing since we were lazy and didn’t try. This, quite offensive considering I had not known the individual previously, was quite off-putting and really put the group down. I took the individual to the side and offered extra work and assurance that I would be to every meeting and do my side of the work. Once it was properly delegated, he began to warm up to the group and did seem much less stressed!

**Give me an example of a time when you set a goal and were able to meet or exceed it.**

One of my proudest achievements is beginning and completing a half-marathon. I trained extensively and told myself that I would do it. I faced challenges and obstacles, such as twisting an ankle and sacrificing a week of training, but was able to finish in a great time. I had to plan and stay focused and determined, even if there were other activities I would have rather done than run 8 miles on a Saturday. It is the dedication that pushes us through our toughest goals.