

Sarah C. Jones

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PROFESSIONAL SUMMARY

With over fifteen years of teaching and tutoring experience, a B.A in English (minor Communication), a M.A. in Education and English, and a 7th-12th grade teaching license, my instructional design experience includes presentations at several conferences and symposiums; work as a Quality Matters reviewer; collaboration with individuals of diverse ages, backgrounds, and statuses, and the development of Central State's *Great Books and Great Films* standard course. My work on campuses and schools throughout Ohio has made me fluent in various forms of technology such as Blackboard, Angel, Schoology, D2L BrightSpace, Google Workspace, WebEx, Turning Points, and Microsoft Office and has reinforced strong my leadership and interpersonal skills. Currently, I continue to develop my leadership and teaching ability as a student in the Organizational Leadership EdD program at Concordia University.

SKILLS SUMMARY

- ◆ LMS Management: Blackboard/Angel/Schoology/D2L
- ◆ Meeting Technology: Webex/Zoom/Google Meet
- ◆ Report Preparation
- ◆ General Office Skills
- ◆ Technology Skills: Google Workspace
- ◆ Teaching Technologies: Softchalk, EdPuzzle, Kahoot, Screencast, No Red Ink, Slido, Turning Point Clickers, etc.
- ◆ Quality Matters Rubric and Peer Reviewer
- ◆ Instructional Systems Design & Curriculum Development
- ◆ Analysis and Assessment Design
- ◆ Microsoft Office
- ◆ Written and Oral Communication
- ◆ Team Building
- ◆ Problem Solving
- ◆ Organizational Leadership
- ◆ Distance Learning

EDUCATION

- | | |
|---|--------------|
| Doctorate of Education in Organizational Leadership
Concordia University-Chicago/River Forest, IL
Expected graduation date 2023 | 2020-present |
| Masters of English
Southern New Hampshire University/Hooksett, NH
Thesis: "Where Experience Meets Composition: A collection of research, reflection and practical plans for reaching the African American Student" | 2012-2014 |
| Masters of Education/Teacher Licensure
Antioch McGregor University/Yellow Springs, OH
Thesis: "Impact on Student Learning: Constructivist Learning" | 2007-2009 |
| Bachelor of Arts: Integrated Language Arts/Minor: Communication | 2000-2005 |

Member: National Society of Collegiate Scholars (NSCS)
Member: Phi Kappa Phi Honors Society

2005-present
2005-2010

COLLEGE LEVEL COURSES TAUGHT

- Developmental English
- College Preparatory Writing
- Introduction to Writing & Reading for College
- Introduction to Writing for College
- Writing and Researching the Essay
- Composition I/Composition II
- Junior Composition Refresher
- Advanced Composition
- Great Books and Great Films
- British Literature
- World Literature
- First Year Seminar/Experience
- Interpersonal Communication
- Honors Colloquium 3300: Youth Social Activism

TEACHING EXPERIENCE

Academic Instructor

Dayton Job Corp, Ace/DESI

Dayton, OH

2017-present

- Monitor and assist 16 to 20 year old students with their online Penn Foster high school diploma courses or GED preparation, helping over 150 at risk students to earn a high school diploma.
- Assist Academic Manager in managerial duties, including handling student accountability issues and maintaining order in the department. During manager's six week absence handled all managerial duties.

Professor of Composition/Literature

Central State University

Xenia, OH

2014-present

- Manage curriculum and provide online instruction to a diverse body of adult students Introduction to Writing & Reading, Introduction to Writing for College, and Writing and Researching the Essay courses using Blackboard, Blackboard Collaborate, Schoology, NoRedInk, Zoom, SoftChalk, YouTube and other technologies.
- Co-taught Honors Colloquium 3300: Youth Social Activism in 2016.
- Designed and taught Great Books and Great Films master course for Central State University
- Awarded a teaching award by the Arts and Sciences Department (2016)
- Served as a full-time face-to-face professor from 2014-2017 before switching to online only adjunct status.

Wilberforce University,

Wilberforce, OH

2015

- Provided instruction to first year and beyond students in Composition I, Composition II, Junior Composition Refresher, Advanced Composition, British Literature, and World Literature using personal Blackboard Canvas site.

Clark State Community College

Springfield, OH

2013-present

- Instruct and/or instructed a diverse body of students in their First Year Experience, College Preparatory Writing and Interpersonal Communication courses using Blackboard and other technologies for online and face-to-face courses.

Sinclair Community College

Dayton, OH

2013-2015

- Designed curriculum and provided instruction to a diverse body of adult learners in their Development English courses using Angel and other educational technologies to assist in student learning.

Columbus State Community College

Columbus, OH

2009-2015

- Taught English 1100 Composition I, English 2367 Composition II, and Freshman Seminar courses using Turning Point Clickers, Blackboard, WebEx and other technologies within online and face-to-face courses.
- Provided tutoring services and conducted writing workshops for students online (i.e., WebEx) and face to face in the Writing Center
- Awarded the 2014 CSCC English Department Outstanding Adjunct award.

Wright State University Precollege Programs Dayton, OH

2007-2009

- Taught precollege students, in a summer on campus environment, various lessons such as note taking and study skills to prepare them for college level courses.
- Taught K12 youth, in a summer on campus environment in topics such as career, poetry, study skills, computer basics, and personal communication. Developed the *World of Warrior* Literature Study and Play and the *Extra Extra* Newspaper.
- Aided first year students and their families during SOAR (Orientation Week) and First Weekend in order to promote successful transition into the university.

Miami Jacobs Community College

Dayton, OH

2007

- Taught adult students, who were pursuing career degrees, the fundamental elements of composition and public speaking in face-to-face and online courses.

Wright State Community College University College Dayton, OH

2003 & 2004

- Taught first year college students lessons on study skills using the *Master Student* textbook.
- Used the common reading text, *Nickel and Dimed* by Barbara Ehrenreich, to engage students in discussions and other literary activities.
- Incorporated projects into the lesson that encouraged students to become familiar with the campus and their fellow classmates.

Sabbath School Superintendent*Church of God and Saints of Christ,*

Cincinnati, OH

2014- present

- Create interactive lessons and teach a diverse body of adult scholars, teenagers, and children in lessons related to the practices and beliefs of the Hebrew Israelite.
- Manage volunteer teachers and their teaching schedule in my local tabernacle.
- Brainstorm and publish written guides and course materials for the Department of Religious Education annual teaching manual.

Tutor*Sylvan Learning Centers*

Vandalia, OH

2009

Huntington Learning Centers

Centerville, OH

2007-2009

- Provided supplemental instruction in reading, writing, study skills and mathematics to prepare students for OAT assessments in a tutoring environment.

Substitute Teacher*Trotwood City Schools*

Trotwood, OH

2007-2010

Vandalia City Schools

Vandalia, OH

2007-2010

Northridge City Schools

Northridge, OH

2008-2010

- Assisted teachers and other staff members by overseeing various classes during a teacher's absence.
- Managed learning environment and provided instruction according to absent teacher's lesson plans.
- Maintained accurate, complete records of the day for the absent teacher.
- Conducted these same responsibilities for Trotwood and Vandalia city schools from 2007 to 2010.

Teacher Aide

Fairborn, OH

2007-2008

Montessori Children's Center

- Assisted a lead teacher with performing daily classroom instruction and activities for three to five year old students in a traditional Montessori learning setting.

PROFESSIONAL DEVELOPMENT/TRAINING

- Participate in online Advanced Placement Reading as a Rater (June 2017 to current).
- Participated in Quality Matters Peer Reviewer training and become a certified higher education reviewer in and K12 reviewer (July 2016; December 2020).
- Hosted and participated in *Networking with Industry Experts: English and Creative Writing* through Southern New Hampshire University (December 2016).
- Completed online training through Alison for Introduction to Instructional Systems Design (July 2016).
- Participated in book discussions and obtained recognition as a Change Agent within the classroom at Sinclair Community College (Spring 2014).
- Participated in and become certified with The National Tutoring Association at Columbus State Community College (2009)
- Participated in professional development training for adjuncts to improve teaching: Adjunct Faculty Advanced Learning Program, conducted by Dr. Carol Himelhoch. During this time, I made improvements to my assessments to be more in line with Bloom's Taxonomy.

PRESENTATIONS/PUBLICATIONS

- Published "Where Experience meets Composition: A collection of research, reflection, and practical plans for reaching the African American Student" on Academia (2016).
- Participated in a round table discussion in remembrance of Maya Angelou at Central State University (Fall 2014).
- Presented at the TYCA Midwest Conference in Grand Rapids, MI with Columbus State Community College co-workers on "Mixing it Up: Re-envisioning the Writing Process within Communities" (2014).
- Presented at the Instructional Success Committee Faculty Idea Exchange Conference on the topic of "Ebonics in the classroom" (June 28th, 2013).
- Participated in the *Gentileschi Academic Symposium: Defining Herself: Women, Art & Expression* by presenting a research paper on her life, her work, and the possible connection to art therapy (2012)
- Conducted and prepared a research paper and presentation related to the following topic: "Trauma that binds the book of our lives: Recovery through Reading, Reflecting and Writing" for the annual TYCA Midwest conference (October 2011).
- Wrote various creative writing pieces in my pre-college undergraduate courses which were published in various publications throughout Dayton, Ohio including "Flights: Paul Laurence Dunbar Memorial" book (1999) and in Chaminade Julianne high school publications (1996-1999)

COMMITTEES

- Interdisciplinary Studies (IDS) Program Committee (2021)
- Quality Matters Peer Reviewer at Central State University (2016 to present)
- Church of God Saints of Christ Youth Committee recording data and brainstorming ways to increase youth participation (2015 to present).
- Center for Instructional Technology Innovation (CITI) at Central State University, assisted in making the change from Blackboard to Schoology LMS (2017).
- Academic Program Review (APR) committee, member and chair, at Central State University (Fall 2015-2017).

- Paul Laurence Dunbar Association for the Study of African American Life and History branch in Dayton, Ohio, member and treasurer (2015-2017).
- Central State University, under the direction of Dr. Jennifer Cruz, and Clark State Community College collaboration committee to ensure better relations and smooth transitions from the 2-year college to the 4-year university (March 2016)
- Senate Research and Library Information committee at Central State University (Fall 2016)
- American Association of University Professors (AAUP) Writing committee at Central State University (Fall 2016)
- Education Preparation Program (EPP) Alignment committee, assisted the Education department switch to Council for the Accreditation of Educator Preparation (CAEP) Standards by reviewing charts submitted by instructors at Central State University (Fall 2016)
- Senate committee, official minutes recorder, at Central State University (Spring & Fall 2016)
- Faculty Learning Community committee, review rubrics and learning outcomes for the Humanities Department of Central State University (2015-2016).
- Academic Policies committee, reviewer for new APRs for Central State University. Became chair of the committee in October of the same year (2015).
- Judicial Board member at Central State University (2015)
- Writing Center's Literary Publication Committee at Columbus State Community College, actively contributed to the selection of student's writings from various college courses to be published in the literary publication, *Et Al* (2012-2014).
- Common Reading Text committee, selected *Nickel and Dimed* by Barbara Ehrenreich for Wright State University (2003; 2004).
- Rubric Review Committee at Columbus State Community College, assisted with the review and improvement of the composition rubric for the language development courses.
- Textbook Review Committee, participated in the selection of the new textbook for the beginning composition courses at Columbus State Community College.