

# Sarah E. Boutwell

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## Objective

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To obtain an elementary teaching position at Mason Public Schools in which I can foster a positive and supportive learning environment for all students while integrating technology across the curriculum.

## Certifications

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- State of Michigan Provisional Teaching Certificate K-5, All Subjects
- State of Michigan Provisional Teaching Certificate 6-8, Language Arts
- Educational Technology Certificate
- American Heart Association CPR, First Aid, and AED trained and certified

## Education

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2009-Present	<b>Michigan State University</b> Completed 15 credits toward a Master of Arts in Educational Technology	<b>East Lansing, Michigan</b>
2009-2010	<b>Michigan State University</b> Teacher Certification Internship Program	<b>East Lansing, Michigan</b>
2005-2009	<b>Michigan State University</b> Bachelor of Arts in Elementary Education Major: Elementary Education (K-8 Self CC) Teaching Major: Language Arts (BX)	<b>East Lansing, Michigan</b>

## Teaching Experience

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2010-Present **Mid-Michigan Leadership Academy, Lansing Charter School, Michigan**  
*Teacher, 1<sup>st</sup> Grade*

- Utilized Curriculum-Crafter, a curriculum planning tool, to organize units, lessons, and modified lessons and assessments to meet all student needs. All lessons were tied directly to the Michigan Grade Level Content Expectations and pre-assessments and post-assessments were created to address each expectation.
- Integrated CHAMPS to promote a positive and well-organized classroom setting.
- Led the “Plant Place” and “Reading/Writing” venture as part of Micro Society, a daily piece of Mid-Michigan Leadership curriculum which allows all students to make real-world connections by participating in a school-wide community.
- Piloted *The Daily 5: Fostering Literacy Independence in the Elementary Grades* for Mid-Michigan Leadership Academy and introduced the program to grades K-4.
- Received a Smart Board through a school-wide grant and used the technology for teaching across the curriculum to engage and motivate students in their learning.
- Co-led the Healthy Food Club, an after-school activity for students interested in a healthy lifestyle.
- Led an after school tutoring program for first grade students with an emphasis on literacy.
- Compiled student portfolios and led parent-teacher conferences.
- Differentiated instruction through the use of Basic Reading Inventories and *Words Their Way* to form reading groups.
- Organized a student-led RUMBA project, in which students created a product using only recycled materials along with a virtual story to present to the school.
- Adapted *Saxon Math* to fit the needs of individual learners using whole-group and small-group instruction.

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- Used the Lucy Calkins program to promote independence and composition skills among writers.
- Supplemented Curriculum Crafter phonics lessons through *Saxon Phonics*, Reading A-Z, and technology to improve phonemic awareness among readers and create a base for a well-rounded, balanced literacy program.
- Organized class field trips, including Impression 5, Uncles John's Cider Mill, and the M.S.U. Gardens.

2011-Present     **Mid-Michigan Leadership Academy, Lansing Charter School, Michigan**  
*Teacher/Organizer/Leader, 1<sup>st</sup> Grade Summer School*

- Lead teacher of the summer school program for all grade levels.
- Created manipulative-based, hands-on math lessons centered on first grade Michigan Grade Level Content Expectations to meet specific student needs.
- Organized interactive activities to promote fluency in the areas of reading and writing.

2009-2010     **Red Cedar Elementary, East Lansing Public Schools, Michigan**  
*Student Teaching Internship, 3<sup>rd</sup> Grade*

- Prepared and taught whole class units in social studies, science, math, and language arts.
- Organized a virtual field trip to promote literacy and text-to-self connections (Read Around the Planet).
- Co-coached the Red Cedar Rockets Jump Rope Team. Role included group management, daily practices, and choreography.
- Organized and implemented a school-wide raffle fundraiser.
- Co-planned Book Bingo, a school-wide event.
- Co-piloted *The Daily 5: Fostering Literacy Independence in the Elementary Grades*.
- Developed lessons and assessments centered on the *Battle Creek Science Curriculum*.
- Differentiated instruction through the use of Basic Reading Inventories to form reading groups.
- Generated topics, organized, and edited a bi-weekly classroom newspaper.
- Adapted *Everyday Mathematics* to meet student needs using whole group and small group instruction.
- Used formal Lucy Calkins training to promote independence and composition skills among writers.
- Organized class field trips, including multiple visits to Active Living for Adults (ALFA) Senior Center to promote a sense of community.

2009-2010     **Red Cedar Elementary, East Lansing Public Schools, Michigan**  
*Substitute Teaching*

- Followed lesson plans and reported class progress.
- Implemented classroom management techniques.

## Related Experience

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2009-2010     **Red Cedar Elementary, East Lansing Public Schools**  
*Extended Learning Time Para-Professional, 4<sup>th</sup> Grade*

- Co-taught math lessons in a small group format.
- Held informal mathematical discussions to identify and address mathematical misconceptions.

2007-2009     **Tutor Time Child Care, DeWitt, Michigan**  
*Assistant Teacher*

- Created activities based on a set curriculum.

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- Communicated progress of children to parents.

## Professional Development

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- *MACUL Conference*, Grand Rapids, Michigan
- *CHAMPS*, Mid-Michigan Leadership Academy
- *AIMSweb Formal Training*, Mid-Michigan Leadership Academy
- *SMART Board Formal Training*, Mid-Michigan Leadership Academy
- *Lucy Calkins Writing Program*, East Lansing Public Schools
- *Closing the Achievement Gap for African American Students*- Dr. Dorinda Carter-Andrews, East Lansing Public Schools
- *Teaching and the Law* – Mr. John Smith, Michigan State University
- *Response to Intervention Training*, East Lansing Public Schools
- *Special Education Inclusion Mini-Conference*, Michigan State University
- *Dynamic Indicators of Basic Early Literacy Skills*, East Lansing Public Schools

## Honors and Achievements

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- Kappa Delta Phi Active Member Award
- Dean's List: Fall 2006- Spring 2010
- Educational Technology Certificate Holder
- Recipient of Brown Scholarship

## Activities

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- Member of Technology and Data Leadership Committee
- After-School Tutoring (1<sup>st</sup> Grade)
- Member of Kappa Delta Phi

## Technology

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|------------------------------------------|---------------------------------------|
| • Microsoft Office Proficient            | • Stand Alone Informational Resources |
| • WIKIs, Glogster, and Blogging          | • Virtual Field Trips                 |
| • Web-based lesson planning              | • Website Building                    |
| • Digital Storytelling                   | • Graphic Organizers                  |
| • Elmo                                   | • Sound Field System                  |
| • Digital Imaging and Digital Camera     | • Tumble Books                        |
| • Eno Board and SMART Board              | • Easi Teach and Notebook Software    |
| • Podcasts and Audacity (Voice Recorder) | • Web-Conferencing Tools              |

References Available Upon Request