

Sandra Epstein
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Professional Work Experience

2016 – Present Director of Learning Support Swift School, Roswell, Georgia

- Responsible for strategic direction and development of the Learning Support Department serving students in the Lower and Middle School Divisions
- Reports directly to the Assistant Head of School for Student Affairs
- Meets weekly with the Leadership Team of Directors for school-wide planning
- Coordinates the services of Learning Specialists and Speech Language Pathologists to support students with Dyslexia, Language Based Learning Differences and other diagnosed cognitive disorders
- Manages, supervises, evaluates and hires Learning Support personnel
- Supervises the documentation, writing, and reporting of student progress
- Leads the academic team in evaluating student needs and creating action plans for academic success
- Regularly coordinates schedules, programs, and meetings with administrators, faculty and parents
- Monitors, evaluates, plans, coordinates, and facilitates student support needs
- Collaborates with and serves as a resource for teachers to support classroom instruction
- Evaluates and monitors student growth and achievement
- Coordinates tutoring services and integration of private therapy
- Serves on the Admissions Committee
- Clinical Supervisor and Trainer of Orton-Gillingham practitioners
- Collaborates with Division Directors in the development and planning of Professional Development and workshops for faculty
- Collaborates, plans, and presents educational topics to the parent community
- Contributing writer and editor of school publications and website
- Collaborates with Division Directors and the Curriculum Coordinator on the development and implementation of curriculum programming, resources and materials
- Attends national and local professional conferences

TEACHING EXPERIENCE

2015 – 2016 Reading Specialist

Swift School, Roswell, Georgia

- Provide Orton-Gillingham based reading instruction to support students with additional need
- Create a data analysis plan to assist progress monitoring and identification of student needs across the Lower Division and within Grade Levels
- Co-author weekly publication to provide Orton-Gillingham teaching support to faculty
- Analyze and determine student eligibility for support services
- Member of the Admissions Committee to analyze student learning profile, identify student needs and determine if mission appropriate
- Member of the Faculty Cadre, research, create and provide faculty professional development training on dyslexia and language based learning differences
- Assist in editing of the school's weekly publication, "Snippets"

2010 – 2015

Lead Teacher

Swift School, Roswell, Georgia

- Lead Teacher of students with dyslexia and language-based learning differences
- Provide one-to-one, small group and large group classroom instruction in language arts, math, social studies and science
- Direct and guide Associate Teacher in the classroom to assist instruction
- Provide diagnostic and prescriptive assessment and instruction to individual students
- Parent/Student Advocate – support and guide parents of dyslexic children by providing educational and professional resources, community outreach, attending IEP eligibility meetings to obtain services in the public schools
- Grade Level Coordinator – liaison between administration and co-teachers
- Member of the Science Curriculum Team – develop grade level curriculum, evaluated and selected programs and materials
- Member of the SAICS Accreditation Committee – develop curriculum documentation for school application
- Faculty Mentor – support faculty members working toward implementation of the Orton-Gillingham approach into their teaching
- Individual Tutor – provide one-to-one diagnostic and prescriptive tutoring for dyslexic students ages six to eleven, in reading, writing and math

TEACHING EXPERIENCE

2000 - 2010

The Epstein School, Atlanta, Georgia

- Teacher of students in a private, dual language curriculum environment
- Provided instruction in general studies subjects including: language arts, mathematics, social studies, and science.
- Grade Level Coordinator – liaison between administration and co-teachers
- Grade Level Science Coordinator - responsible for teaching science to all first grade classes
- Member of the Teacher's Advisory Group – represented faculty perspective to assist Head of School with strategic planning and problem solving
- Member of the Science Committee that coordinated a school-wide Science Expo
- Member of the Math Curriculum Committee that evaluated math programs for implementation into the school and helped to establish student achievement benchmarks
- Assistant to classroom teachers in instruction and assessment of students
- Developed and instructed language arts and mathematics enrichment curriculum

1997 - 2000

Conover Road School, Colts Neck, NJ

- Teacher of students in a K-4 public elementary school in a growing suburban community
- Implemented state-governed curriculum
- Instructed students with IEP's and coordinated their resource support
- Planned and instructed enrichment activities for selected students following the Renzuli Model

ADDITIONAL WORK EXPERIENCE

1977 - 1988

Dean Witter Reynolds, Inc., Millburn, NJ and Burlington, VT

- Administrative Assistant to Senior Vice President of Sales
- Responsible for all customer service and administrative tasks
- Compiled financial statements and portfolio evaluations
- Facilitated the execution of institutional trading
- Held Series 7 License 1983-1988

EDUCATION

1997 Bachelor of Arts with Honors
Rutgers, The State University of New Jersey, New Brunswick, NJ
Dual Major: History and Education

CERTIFICATIONS HELD

State of Georgia Teaching Certification

- Early Childhood Education (P-5)
- Middle Grades (4-8) Concentration – Social Science
- Special Education General Curriculum (P-12)
- Special Education Content Concentration (P-5) – Reading, Language Arts, Math, Science
- Special Education Content Concentration (P-5, 4-8) – Social Science

Academy of Orton-Gillingham Practitioners and Educators

- Certified Level Member
- Clinical Supervisor

International Dyslexia Association

- Certified Dyslexia Therapist

PROFESSIONAL AFFILIATIONS

International Dyslexia Association
Learning Disabilities Association
International Literacy Association
Academy of Orton Gillingham Practitioners and Educators

HOBBIES

Spending time with my family, playing tennis and golf, outdoor activities, traveling and vacationing with friends, appreciating cultural arts, festivals, music and dancing.