

Bethany Edwards, M.Ed.

Vita

San Angelo, Texas

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EDUCATION

- 2007 *Angelo State University, San Angelo, Texas*
Bachelor of Science in Interdisciplinary Studies (Elementary Education)
- 2016 *Angelo State University, San Angelo, Texas*
Master of Education in Student Development and Leadership in Higher Education
Program Directors – Dr. Alaric Williams and Dr. Amy Murphy
- 2016-present
In Progress *Hardin-Simmons University, Abilene, Texas*
Doctorate of Education in Leadership with a Concentration in Higher Education
Program Director – Dr. Mary Christopher
Regularly presenter expanding a variety of subjects including qualitative research methods, quantitative research methods, and legal issues in higher education
Written a qualitative prospectus
Written a quantitative prospectus
Analyzed multiple data sets using both qualitative and quantitative methods in order to draw conclusion regarding latest research practices
Researched a number of topics relating to higher education
Developed a strategic plan a department within higher education
Developed a higher education capstone course
Published article regarding leadership in scholarly journal

CERTIFICATIONS

- 2007 Texas Education Agency
Early Childhood – Fourth Grade Generalist

CERTIFICATES

- 2016 Angelo State University
Academic Advising

EXPERIENCE

- October 2016-present *Angelo State University, San Angelo, Texas*
Adjunct Instructor, Department of Curriculum and Instruction

- *Foundations of Academic Advising, Fall B 2016*
- *Applied Research, Spring A 2017*
- *Applied Research, Spring B 2017*
- *Applied Research, Fall A 2017*

- *Applied Research, Fall B 2017*
- *Tests and Measurements, Spring A 2018*
- *Tests and Measurements, Spring B 2018*
- *Tests and Measurements, Summer 2018*
- *Applied Research, Summer 2018*
- *Tests and Measurements, Fall A 2018*
- *Tests and Measurements, Fall B 2018*

August 2016-May 2017 *Hardin-Simmons University, Abilene, Texas*
Graduate Assistant

- *Aided faculty members in routine office tasks*
- *Created recruitment tools for the Doctoral program*
- *Streamlined communication and paperwork for Doctoral program*
- *Studied best leadership theories and practices for leadership presentations*

December 2015-July 2016 *Howard College, San Angelo, Texas*
Academic Advising Intern

- *Advised new and transferring students regarding majors available to them*
- *Advised current students on degree plans and courses available each semester*
- *Advised students regarding options following graduation*
- *Assisted in developing an Early Alert system to identify and serve at-risk students*
- *Filed degree plans for students entering Howard College*
- *Provided resources to at-risk students, including tutoring hours and instructor aid*
- *Prepared two-year planning guides for students once they decided on a major*

July 2013-June 2015 *Cornerstone Christian School, San Angelo, Texas*
Elementary Principal

- *Assisted in developing administrative regulations, policies, and procedures*
- *Assumed delegated authority to ensure implementation of and compliance with school, state, and federal regulations, policies, and procedures*
- *Analyzed, processed, and prepared confidential personnel actions, reports, orders, legal documents, contracts, and other materials as needed*
- *Analyzed and reviewed standardized test results in order to adjust teaching processes and curriculum improvement*
- *Analyzed reports to find similarities and differences in how they applied to current teaching practices*
- *Composed a variety of documents for the purpose of communicating information to school personnel, board members, and accrediting agencies*
- *Coordinated a variety of programs and activities as assigned (drills, early dismissals, field trips, volunteers) for the purpose of ensuring proper notification to parents and staff as well as efficient utilization of personnel, equipment, and facilities*
- *Conducted ongoing research of best practices for instruction and classroom improvement*
- *Ensured compliance with of campus, district, and state laws and regulations*
- *Facilitated communication among personnel, students, and parents for the purpose of evaluating situations, solving problems, and resolving conflicts*
- *Handled school policy violations and any necessary recommendations and records*
- *Maintained a variety of computerized and manual records, file, and department databases for the purpose of documenting activities, providing reliable information and complying with district, state, and federal requirements*

- *Organized the coordination, adoption, and implementation of curriculum as well as the purchase of textbooks ensuring alignment with rigorous academic standards*
- *Prepared for the beginning of school, such as developing a master class schedule, room assignments, purchasing materials, developing duty rosters, determining staffing needs, planning and participating in teacher orientations and in-service training*
- *Promoted and fostered an environment of social justice with teachers and students*
- *Strived to stay up to date with new policies being implemented at the state level*
- *Worked on a grant to ensure funding for certain elementary school needs*

December 2007-June 2013 *Cornerstone Christian School, San Angelo, Texas*

Classroom Teacher

- *Attended professional development regularly to enhance curriculum trends in elementary education*
- *Collaborated with different grade levels to ensure state goals were being met*
- *Evaluated each student's performance and development on a regular basis, making adjustments as necessary*
- *Created an inclusive learning environment for all students*
- *Followed school policy on all matters regarding attendance, discipline, record-keeping, etc. according to school handbook*
- *Maintained accurate and completed records of each student's progress and development*
- *Managed student behavior in the classroom by establishing and enforcing classroom rules and procedures*
- *Prepared required reports on students and activities*
- *Reviewed individual student data to create a personalized learning environment*
- *Used relevant technology to support instruction*

PUBLICATIONS

Edwards, B. & Christopher, P. (2018). The Role of Emotions in Developing Trust: Why Charisma is Not Enough. *Academic Leader*.

REFERENCES

Available upon request