

# Tamra Kelly

Angelo State University  
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## Education

### **PhD in Counselor Education (In progress)**

Texas Tech University, Lubbock, TX

Advisor: Loretta Bradley

Member: Golden Key International Honor Society, Texas Tech University Chapter

### **Certification of School Counseling**

Angelo State University, San Angelo, TX, May 2010

### **Master of Arts: Curriculum and Instruction with Texas Teaching Certification**

Angelo State University, San Angelo, TX, Dec 2009

### **Bachelor of Arts: Major-Communications, Minor-Journalism and Psychology**

Angelo State University, San Angelo, TX, Dec 2007

## Professional Certifications

**School Counselor PK-12**, June 26, 2010-July 31, 2020

**Secondary Technology Applications EC-12**, August 18, 2012-July 31, 2020

**Secondary Speech 8-12**, June 27, 2009-July 31, 2020

**Secondary Theatre Arts EC-12**, May 22, 2010-July 31, 2020

**Field Supervisor Coaching Certification**, March 2019

## Professional Experience in Higher Education

### **Angelo State University**

2016-Present

- **Instructor-Department of Curriculum and Instruction, 2019-Present**
  - Assist lead professors in course prep, course building and rewriting, and other duties as requested.
  - Assist lead professors with student contact and overall academic progress which includes emails, scoring, discussion board monitoring, assignment feedback, and any student special circumstances that may arise.
  - Communicate and collaborate with faculty on various topics impacting the performance and structure of the Curriculum and Instruction department.
  - Collaborate with faculty in writing proposals for potential presentations and publications.
  - Utilize blackboard system for all course requirements.
  - Utilize TurnItIn and Blackboard GradeBox for assignment submissions.
  - Support and assist adjunct faculty through departmental procedures.
  - Course Builds or Revisions:
    - EDG 6323 Theories of Counseling
      - Rubric and assignment instruction improvements.
    - EDSC 6301 Comprehensive School Counseling Programs
      - Module 2 and Module 3 course builds to include:
        - Student learning objectives, relevant resources, assignment instructions and rationale for assignment, and scoring rubric.
  - Graduate courses taught (online):
    - EDG 6321 Group Counseling, Spring A 2019, Fall A 2019
    - EDG 6323 Theories of Counseling, Spring A 2019
    - EDG 6325 Practicum in Counseling, Spring 2019, Fall 2019
    - EDG 6324 Career and Occupational Counseling, Spring B 2019
    - EDG 6320 Individual Counseling, Spring B 2019

- EDG 6331 Role of the School Counselor, Summer 2019, Fall A 2019
- **Adjunct Instructor-Department of Curriculum and Instruction, 2016-2018**
  - Assist the professor and instructors with student contact and academic progress through email, announcements, discussion board monitoring, scoring, feedback, and any other requirements necessary.
  - Communicate and collaborate with other adjuncts to promote consistency and support for student success.
  - Monitor and interact with students through Class Café discussion forum.
  - Graduate Courses Taught (online):
    - EDG 6301 Social and Cultural Influences
      - Spring B 2016, Fall A 2016, Fall B 2016
      - Spring A 2017, Fall B 2017
    - EDG 6304 Applied Research
      - Fall B 2016
    - EDG 6324 Career and Occupational Counseling
      - Spring B 2017, Summer 2017
      - Spring B 2018, Summer 2018
    - EDG 6320 Individual Counseling
      - Spring B 2017
    - EDG 6331 Role of the School Counselor
      - Summer 2017
    - EDG 6321 Group Counseling
      - Fall A 2017, Spring A 2018, Fall A 2018
    - EDG 6323 Theories of Counseling
      - Fall B 2017, Fall B 2018
    - EDG 6305 Legal and Ethical Principals
      - Spring A 2018, Spring B 2018, Summer 2018
      - Fall A 2018, Fall B 2018

## **Professional Experience in Public Education**

### **Christoval Independent School District**

*Aug 1, 2008- July 31, 2014*

- **Dual Credit and Credit Recovery Coordinator, August 1, 2012-July 31, 2014**
  - Liaison for Dual Credit Students
    - Blackboard
  - Odyssey supervisor for Credit Recovery Students
    - Odyssey
    - Virtual School Network
  - ACT and STAAR Test Facilitator
  - PALS Sponsor
    - Facilitator of Student Led Group and Individual Leadership Events
    - Peer leadership and assistance strategies for At Risk Youth
- **Alternative School Counselor, August 1, 2010- July 31, 2014**
  - Assist the on-record Junior High and High School Counselor with various duties and tasks pertaining to the role of the school counselor. Duties as follows:
    - Engage in the personal, social, academic, and post-secondary work with students, through Guidance Curriculum, Individual Planning, Responsive Services, and System Support.
      - Corresponding Course(s): *EDSC 6301 Comprehensive School Counseling Programs, EDG 6331 Role of the School Counselor*
    - Assist with planning, organizing, delivering, managing, and evaluating the comprehensive school counseling program.
      - Corresponding Course(s): *EDSC 6301 Comprehensive School Counseling Programs, EDG 6331 Role of the School Counselor*

- Provide individual counseling and planning to guide students as they plan, monitor, and manage their own educational, career, personal, and social development with appropriate interventions that assist in personalized goal-setting.
  - Corresponding Course(s): *EDG 6320 Individual Counseling*
- Provide small group counseling as a needed part of responsive services in a comprehensive school counseling program. The type of group used will depend upon the crisis response.
  - Corresponding Course(s): *EDG 6321 Group Counseling*
- Assist in administering, reviewing, and evaluating career standardized data profiles, such as the O\*NET, in order to assist students with career and vocational awareness, exploration, and planning.
  - Corresponding Course(s): *EDG 6324 Career and Occupational Counseling*
- Consult with school staff, parents, and community members to promote understanding of human relations and student development, human behavior (including exceptionalities), and environment.
  - Corresponding Course(s): *EDG 6327 Dysfunctional Behavior, EDSC 6302 School Counseling Techniques*
- Identify, analyze, and address through intervention academic, behavioral, social, and emotional barriers that may interfere with growth.
  - Corresponding Course(s): *EDSC 6302 School Counseling Techniques, EDSC 6303 Human Growth and Development*
- Provide individual and group guidance to assist students in developing and applying skills for maximum educational, career, and interpersonal relations.
  - Corresponding Course(s): *EDG 6331 Role of the School Counselor, EDSC 6302 School Counseling Techniques*
- Use accepted theories in addressing personal, social, career, cognitive, and educational development.
  - Corresponding Course(s): *EDG 6323 Theories of Counseling, EDSC 6302 School Counseling Techniques*
- Monitor growth and development of students throughout childhood and adolescence, noting environmental, social, and cultural factors that affect learner's development.
  - Corresponding Course(s): *EDSC 6303 Human Growth and Development*
- Provide leadership for the campus school counseling program.
  - Corresponding Course(s): *EDG 6363 Leadership*
- Advocate for a school environment in which diversity is acknowledged and respected, resulting in positive interactions across all cultures, genders, ethnicities, and learning styles
  - Corresponding Course(s): *EDG 6301 Social and Cultural Influences*
- Adhere to, follow, and promote legal, ethical, and professional standards. Adhere to federal, state, district and campus legal standards, policies, regulations, and procedures.
  - Corresponding Course(s): *EDG 6305 Legal and Ethical Principles*
- Assist in interpreting standardized test results and other formal and informal assessment data to guide students in individual goal setting and planning in collaboration with school personnel.
  - Corresponding Course(s): *EDG 6324 Career and Occupational Counseling, EDG 6301 Tests and Measurements, EDG 6304 Research*
- Apply research-based practice to improve the school guidance and counseling program
  - Corresponding Course(s): *EDG 6304 Research*
- Use counseling-related research techniques and practices as well as technology and other resources to facilitate continued professional growth
  - Corresponding Course(s): *EDG 6304 Research*
- Assist in the implementation of guidance curriculum designed to provide lessons systematically to students that facilitate growth and development in the areas of educational, career, personal, and social development. Four strategic curricular content areas in Texas include Intrapersonal Effectiveness, Interpersonal Effectiveness, Post-Secondary Education and Career Readiness, and Personal Health and Safety.
  - Corresponding Course(s): *EDSC 6301 Comprehensive School Counseling Programs, EDG 6306 Curriculum and Methodology Trends*

- Collaborate with the lead counselor to refer students as needed for special programs or outside agencies for additional support.
    - *EDG 6323 Theories of Counseling*
  - Assist in the utilization of the Diagnostic and Statistical Manual of Mental Disorders classification system for obtaining descriptions, symptoms and criteria for mental disorders.
    - Corresponding Course(s): *EDG 6327 Dysfunctional Behavior*
  - Additional roles/contributions to the school counseling program: Crisis team intervention, career readiness group counseling, master schedule construction, individual student degree planning.
- **High School and Middle School Teacher, August 1, 2008-July 31, 2012**
    - Speech and Theatre Arts Teacher
    - Technology Applications Teacher
    - Peers Accepting Learning and Sharing (PALS) Sponsor
    - Junior High One Act Play Director
    - High School One Act Play Director
    - Junior High University Interscholastic League (UIL) Coordinator
    - High School Debate Coach
    - Gifted and Talented Planning
    - Route Driver-Class B CDL Endorsement
    - Site supervisor for student teacher, Spring 2010

## **Service to the Profession/Community**

### **2019 Social Advocacy and Social Justice Leadership Mini-Conference**

#### **Student Lead Conference-Counselor Education PhD Cohort 2018**

*Theme: Behind the Perspective: Social Protection Systems, Accessibility for Gender Equality and The Empowerment of Women and Girls*

- Advertising/Marketing Committee
  - Assist with creation of save the date, call for proposals, and official event invitation
  - Advertise and promote conference through social platforms, email, and professional organizations
  - Assist with management of Eventbrite registration
  - Created a conference email and responded to inquiries
  - Obtained conference sponsors and donations for promotional bags for attendees
  - Warm up activity speaker along with other members of the cohort
  - Responsible for set up, clean up, and meal prep
  - Conference registration through Eventbrite
  - Breakout Session Room Monitor responsible for collecting evaluations and providing CEU stickers.

## **Professional Development**

- Concho Valley Suicide Prevention Coalition (6/19)
- General Ethics Seminar (3/19)
- Counselor Education Growth Conference (2/19)
- Detecting Fake News Workshop B (11/18)
- Poster Presentation Workshop B (9/18)
- Utilizing Technology to Engage Parents, Students, & Stakeholders (8/17)
- Children of Trauma Overview & Practical Strategies & Interventions (7/17)
- Eight Hour Bus Recertification (10/15) (05/12)
- Textbook Showcase-Technology Applications (01/14)
- STAAR DTC Training (01/14) (01/13) (01/12)
- Ethics in Counseling (11/13)
- Bridges-Perkins (10/13)
- Secondary Counselors (09/13)
- Champs Day 1 (08/13)
- CTE Behavior Management (06/13)
- IDevice (06/13)

- Bridges Training (01/13)
- ACT College Readiness Symposium (1/13)
- Paths to Scholarships (10/12)
- TxVSN VLS Overview (05/12)
- Dyslexia Institute (10/10)
- Back to School 2010 (08/10)
- Cyberbullying (07/10)
- Pixie-2 (07/10)
- Sticky Business (06/10)
- RSCCC For Counselors (02/10)
- PALS/MEDIATION (02/10)
- TAKS Training Updates (01/10)
- GT Curriculum Day 1 (11/09)
- GT Curriculum Day 2 (11/09)
- GT Curriculum Day 3 (11/09)
- GT Identification (10/09)
- Back to School 2009 (08/09)
- Nature and Needs GT (08/09)
- Pearl on the Concho Writing Project (7/09)
- Ethnic Walking Tour (06/09)
- 20 Hour Bus Training (05/09)
- Day 6 New Teacher (05/09)
- Day 5 New Teacher (01/09)
- Claiming your Power (11/09)
- Day 4 New Teacher (11/08)
- New Teacher Orientation (09/08)
- BBP School Staff Moodle (09/08)
- Classroom Management (08/08)
- Technology Updates (08/08)

## **Professional Memberships**

**Three Rivers Counseling Organization**

**Texas Counseling Association**

**Texas Association for Counselor Education and Supervision**

## **Other Experience**

**Graduate Assistant, Career Development**

Angelo State University, San Angelo, TX, Jan 2008- August 2008

- Career Advising
- Resume Services
- Assist in execution of Job Fairs

**Student Assistant, Vice President for Advancement and University Relations**

Angelo State University, San Angelo, TX, Sept 2005-Dec 2007

## **Skills**

- Good organizational and presentation skills
- Highly motivated
- Dependable and follows through with tasks
- Quick learner
- Exceptional Typing
- Substantial knowledge of technology tools and software: Microsoft Office, Excel, PowerPoint, Prezi, Blackboard, Rampart, TurnItIn, social networks, Movie Maker, Zoom, Skype, Podbeam, Padlet, Flipgrid, Kaltura Capturespace, Google Drive

