



Monroe 2-Orleans BOCES
Center for Workforce Development

OVERSEER RESUME

SHAWNA L. GAREAU-KURTZ, Director

Monroe 2-Orleans BOCES, Center for Workforce Development

CERTIFICATIONS

New York State Permanent School District Administrator (SDA) Certification

New York State Permanent Coordinator of Cooperative Work Study Programs Extension

New York State Permanent Business and Distributive Education Teacher Certificate

EDUCATION

Certificate of Advanced Study, State University of New York at Brockport, Brockport, NY, May 2008,
Major: Educational Administration

Masters of Science Degree, State University of New York at Oswego, Oswego, NY, Fall 2002
Major: Business/Distributive Education

Bachelor of Science Degree, State University of New York at Oswego, Oswego, NY, May 1996
Major: Business/Distributive Education with a concentration in Marketing, Minor in Psychology

PROFESSIONAL EXPERIENCE

Director, Center for Workforce Development at Monroe 2-Orleans BOCES, Rochester, NY, 2/22-present

- Spearheaded workforce development initiatives and new programming, resulting in a 50% increase in program enrollment and a 7% increase in completion rates over three years.
- Secured and managed over \$1.5 million in workforce development grants, ensuring compliance with funding requirements and successful project implementation.
- Developed partnerships with local businesses and industries to align training programs with current workforce needs, enhancing job placement rates for graduates.
- Implemented innovative training programs and workshops, leading to the attainment of industry- recognized certifications for over 500 participants over two years.
- Conducted comprehensive needs assessments to identify gaps in workforce skills and designed targeted training solutions to address these gaps.
- Coordinated with state and federal agencies to secure additional funding and resources for workforce development projects.
- Led a team in the successful execution of a multi-year workforce development project, achieving all milestones on time and within budget.

Assistant Principal, WE-MO-CO Career and Technical Education (CTE) Center, Spencerport, 10/13-2/22

- Directed CTE program development, including curriculum, work-based learning, certifications, assessments, and dual enrollment.
- Collaborated with industry partners in healthcare, manufacturing and construction trades.
- Supervised counseling and work-based learning services for CTE and high school HSE/TASC programs.
- Coordinated CTE school-aged summer programs with CWD, FAME, and MCC.
- Managed NYSED program re-approval and accreditation processes (NATEF, NCCER).
- Led outreach and public relations for CTE opportunities.
- Provided social-emotional support to improve attendance, behavior, and career readiness.

Adjunct Professor/Liaison for Graduate and Undergraduate CTE Coursework, Buffalo State College, Buffalo, NY, December 2016-2022

- Coordinated CTE teacher certification coursework with Buffalo State and Monroe 2-Orleans BOCES.
- Scheduled coursework for fall, spring, and summer semesters.
- Assisted with registration for undergraduate and graduate students.
- Recruited and supported adjunct professors in syllabus development.
- Promoted and registered CTE teachers in the Rochester area, serving as liaison with Buffalo State.
- Taught CTE 302: Curriculum and Assessment at undergraduate and graduate levels (in-person, hybrid, and remote).
- Developed coursework using online platforms such as Blackboard, Schoology, and Wikis.

Instructional Specialist, WE-MO-CO Career and Technical Education (CTE) Center, Spencerport, NY, 8/04-10/13

- Led and managed high-quality curricular units using Atlas web-based software.
- Coordinated State, Local, and Industry-based assessments, including scheduling, modifications, and data analysis.
- Provided professional development in:
 - Common Core Learning Standards Literacy in Technical Subjects
 - Curriculum development (Backwards unit design, Atlas curriculum program)
 - Elements of instruction
 - Classroom Management and Positive Behavioral Interventions and Supports (PBIS)
 - Mentoring that Matters
 - Research-based instructional strategies

Administrative Intern, WE-MO-CO Career and Technical Education Center, Spencerport, NY, 1/07-5/07

- Wrote Learning and Leadership grant sponsored by the National Education Association (NEA) to support high-quality professional development in the Novice Teachers' Program

Academic Support Teacher, WE-MO-CO Career and Technical Education Center, Spencerport, NY, (8/02-8/04)

- Delivered staff development training in the integration of literacy strategies, improving writing and reading comprehension
- Supported teachers and students in the integration of reading and writing in the content area concepts
- Provided extra support in classrooms for students' academic needs in reading, writing, and math

Business Teacher, WE-MO-CO Career and Technical Education Center, Spencerport, NY, 8/98-8/02

- Developed partnerships with industry and post-secondary institutions by coordinating MCC Dual Credit, student field trips, cooperative work study agreements
- Designed and delivered curriculum based on industry certifications, academic standards and advisory input

Computer Information Systems Teacher, Cayuga-Onondaga Career and Technical Education Center, Auburn, NY, 8/97- 6/98, Long-term Substitute Position

BUSINESS AND INDUSTRY EXPERIENCE

Sales and Customer Service, Deluxe Corporation, Syracuse, NY, 6/96-7/97

- Handle incoming calls with requests regarding orders, shipments, inventory, pricing, and any other distributor issues. Assist with marketing, printing, distribution, and shipping of materials.

Marketing Assistant, Black Clawson Converting Machinery, Fulton, NY, December 1993-June 1996 (internship, part-time and summer employment)

- Provide marketing support for converting machinery company to promote equipment for converting, extrusion converting, underwater pelletizing, coating,

PROFESSIONAL PRESENTATIONS AND PUBLICATIONS

- Co-authored chapter for Reading in the Content Areas of Career and Technical Education by Rachel Billmeyer
- New York State Association for Computers and Technologies in Education (NYSCATE), Topic: Improving Professional Development through Technology
- Association for Career and Technical Education Administration (ACTEA) Annual Conference, Topic: New Teacher Development and Learning Styles

COMMITTEE/LEADERSHIP INVOLVEMENT

- Skills USA Area 1 Administrative Trustee and Board Member for New York State (2018-2021)
- ACTEA Board Member-Skills USA Representative (May 2019-2021)
- Instructional Support Team Member (2011-present)
- Skills USA Advisor (1999-present)
- National Technical Honor Society Advisor (1999-present)
- BOCES APPR Committee (2011-2017)

- Positive Behavior Interventions and Supports (PBIS) Team—Facilitator and Coach (2009-2011)
- Professional Development Committee—District Team (2002-2016)
- Skills USA State Championship Communications Cluster Manager (2002-2004)
- Site-based shared decision-making team committee member (2000-2004, 2015-2018)

PROFESSIONAL DEVELOPMENT TRAINING

Cognitive Coaching, Workshop at BOCES 2, Rachel Billmeyer--Trainer, 1/02-7/02

Regarding a Student (Mel Levine), Workshop at BOCES 2, Joanne Mattiucci--Trainer, 2003-4

Differentiated Instruction, University of Virginia Summer Institute, Carol Ann Tomlinson, 7/01 & 7/02

PROFESSIONAL MEMBERSHIPS:

Association for Supervision and Curriculum Development (ASCD)

Association for Career and Technical Education Administration (ACTEA)

DETAILED EXPLANATION OF EDUCATION AND EXPERIENCE

Educational Background and Continuous Learning

Ms. Gareau-Kurtz's strong educational background provides a solid foundation for overseeing the ACCES-VR Pre-ETS program. She holds a Certificate of Advanced Study in Educational Administration, a Master of Science Degree in Business/Distributive Education, and a Bachelor of Science Degree in Business/Distributive Education with a concentration in Marketing and a minor in Psychology. This academic preparation equips her with comprehensive knowledge in educational administration, business, and psychology, essential for effective program delivery.

Certifications

Ms. Gareau-Kurtz's certifications further validate her qualifications, including New York State Permanent School District Administrator (SDA) Certification, New York State Permanent Coordinator of Cooperative Work Study Programs Extension, and New York State Permanent Business and Distributive Education Teacher Certificate. These credentials demonstrate a strong foundation in educational administration, cooperative work-study programs, and business/distributive education that align well with the objectives Pre-ETS service delivery.

Professional Experience

Professionally, Ms. Gareau-Kurtz's extensive and varied experience showcases her capability to lead and manage educational programs. As the Director of the Center for Workforce Development at Monroe 2-Orleans BOCES, she has spearheaded numerous workforce development initiatives. Her accomplishments include aligning short-term career training with in-demand jobs, integrating English Language Learning with career training, and developing programs that bridge the gap between high school and post-secondary education and workforce entry. She has also secured and managed substantial workforce development grants, developed partnerships with local businesses and industries, and implemented innovative career training and adult education programs. These experiences highlight her ability to lead educational programs, secure funding, build industry partnerships, survey the workforce landscape, and pivot to meet demands.

Commitment to Equity and Inclusion

Ms. Gareau-Kurtz's strong commitment to equity in education is evident in her desire to support hidden populations, including English Language Learners, women, veterans, and individuals with disabilities. Her focus on providing inclusive and accessible education opportunities ensures that all students receive the support and resources they need to succeed. This dedication is reflected in her involvement in various advisory and support roles in educational organizations and her active participation in professional development focused on differentiated instruction, cognitive coaching, adaptive learning, and literacy integration.

Leadership and Mentorship

Ms. Gareau-Kurtz's leadership roles and active involvement in professional organizations underscore her commitment to continuous improvement and staying current with best practices in education and workforce development. She has demonstrated her ability to oversee program delivery effectively by leading professional development for staff and ensuring compliance with educational standards.

In conclusion, Ms. Gareau-Kurtz's extensive qualifications, dedication to equity in education, and commitment to supporting all youth and adult students make her well-suited to oversee the ACCES-VR Core Rehabilitation Services Pre-ETS program delivery. Her expertise and dedication play a critical role in helping students with disabilities and other underserved groups achieve their career goals and transition successfully into the workforce.