



Monroe 2-Orleans BOCES
Center for Workforce Development

PRE EMPLOYMENT TRANSITION SERVICES (PRE-ETS) STAFF MEMBER RESUMES

KIMBERLY A. SPAGNOLA, Transition Specialist
Monroe 2- Orleans BOCES, Exceptional Children

Pre-ETS Service(s) Staff Member is Delivering:

- **Post-Secondary Options Counseling (121X and 1008X)**
- **Job Exploration Counseling (122X and 1005X)**
- **Instruction in Self-Advocacy (124X and 1006X)**
- **Workplace Readiness Training to Develop Social Skills and Independent Living (127X and 1007X)**
- **Work-Based Learning Experience Development (557X and 1009X)**

JONATHAN STANLEY, Student Behavioral Assistant
Monroe 2-Orleans BOCES, Career and Technical Education

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PRE EMPLOYMENT TRANSITION SERVICES (PRE-ETS) STAFF MEMBER RESUME 1

KIMBERLY A. SPAGNOLA, Transition Specialist

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EDUCATION

Certificate of Advanced Studies in School Counseling, May 2011

Roberts Wesleyan College, Rochester, New York

Master of Science in School Counseling May 2011

Roberts Wesleyan College, Rochester, New York

Bachelor of Arts in Psychology, August 2007

The State University of New York at Potsdam

Associates in Science, August 2005

The State University of New York at Monroe Community College

PROFESSIONAL EXPERIENCE

Transition Specialist (Grades 6-8); September 2, 2014- Current

Monroe 2- Orleans BOCES, Spencerport, New York

- Assisting students in identifying career goals
- Providing information to students and their families regarding post-secondary education, training, and supports to help students make informed decisions as they transition into the adult world.
- Teaching the necessary soft skills for independent living and transferable employment skills to be successful in employment.
- Connecting students and their families with community resources and support services like OPWDD and ACCES-VR
- Teaching students how to advocate for their needs and how to access their accommodations in the adult world
- Leading professional development for BOCES 2 staff in learning and understanding new compliance measures for Indicator 13 compliance

School Counselor (Grades 6-8); LTS April 26, 2013- June 20, 2013

Byron-Bergen Central School District, Bergen, New York

- Responsible for academic achievement, personal/social development, and career development for all students
- Organized, coordinated, and administered New York State testing
- Provided individual/group counseling services to students with varying needs
- Partnered with administrative team to monitor student academic progress, attendance, and discipline records
- Facilitated and participated in parent-teacher meetings to promote student achievement
- Consulted and collaborated with teachers, school staff, and parents
- Completed classroom observations to identify student behavior
- Use of technology/data to ensure that the School Counseling program effectively meets the students' needs

School Counselor (Grades 5-8); LTS February 6, 2013 – April 15, 2013

Churchville Chili Central School District, Churchville, New York

- Responsible for academic achievement, personal/social development, and career development for all students
- Provided individual/group counseling services to general education and special education students
- Case manager for students with 504 plans
- Partnered with administrative team to monitor student academic progress, attendance, and discipline records
- Delivered guidance lessons on bullying, character education, and different life skills
- Use of technology/data to ensure that the School Counseling program is effectively meeting the students' needs
- Facilitated and participated in parent-teacher meetings to promote student achievement
- Participated on the Committee of Special Education (CSE) and Response to Intervention (RTI) meetings
- Consulted and collaborated with teachers, school staff, and parents
- Completed classroom observations to identify student behavior

School Counseling Intern (Grades K-5); September 2010- June 2011

Greece Central School District, Rochester, New York

- Provided individual and group counseling to students with diverse backgrounds, grades K-5
- Participated in a student mentoring program
- Served as an educational partner in parent conferences to promote student behavior and increase academic achievement
- Delivered guidance lessons on career development and life skills
- Consulted and collaborated with school professionals and parents
- Completed classroom observations to identify student behavior
- Participated on Special Education Committees, Instructional Support Teams, and School Improvement Team

Substitute Teacher, 2012- Present

Monroe 2-Orleans BOCES, Career and Technical Educational Building

- Facilitate skill development and personal growth among students
- Help each student achieve program standards that lead to individual career paths
- Support the coordination of New York State in Career Education
- Proctor New York State assessments
- Substitute teach on a as needed basis for a wide range of career education classrooms
- Support overall functions of our Career and Technical Educational building

Committee/ Leadership Involvement

- BOCES 2 Faculty Council 2018-2020
- BOCES 2 New Staff Mentor 2018-present
- BOCES 2 Tutor 2022-present

DETAILED EXPLANATION OF EDUCATION AND EXPERIENCE

Career Preparation and Technical Expertise:

Ms. Spagnola brings extensive experience in career preparation and technical expertise. As a Transition Specialist (Grades 6-8) at Monroe 2-Orleans BOCES, she assists students in identifying career goals and provides vital information on post-secondary education and training. Her role involves teaching essential soft skills for independent living and employment, connecting students and families with community resources, and guiding students on self-advocacy and accessing accommodations. Her leadership in professional development for staff on compliance measures further underscores her expertise in preparing students for her future careers. As a Substitute Teacher at Monroe 2-Orleans BOCES, she facilitates skill development and personal growth among students, supports the coordination of New York State Career Education, and proctor state assessments, demonstrating versatility and dedication to student success.

Exceptional Teaching Experience:

Throughout her career, Ms. Spagnola has demonstrated exceptional teaching experience. Her roles as a School Counselor in various districts involved responsibilities for academic achievement, personal/social development, and career development for students. She organized and administered New York State testing, provided individual and group counseling services, and collaborated with school staff and parents to support student progress. Additionally, she delivered guidance lessons on important topics like bullying, character education, and life skills. Her work as a School Counseling Intern further highlights her ability to provide counseling and career development lessons to younger students, reinforcing her commitment to fostering student growth and development at all levels.

Strong Technological and Computer Skills:

Ms. Spagnola possesses strong technological and computer skills, as evidenced by her roles in educational settings. As a School Counselor, she effectively used technology and data to ensure the School Counseling program met students' needs. Her experience as a Department Tech at Monroe Community College involved setting up and maintaining equipment for engineering and physics labs, troubleshooting and fixing equipment, and maintaining knowledge of the software used with labs. These experiences highlight her ability to integrate technology into educational programs and support technical aspects of the curriculum.

Adaptive Leadership and Mentorship:

Demonstrating adaptive leadership and mentorship, Ms. Spagnola has consistently taken on roles that require guiding and supporting others. As a Transition Specialist at Monroe 2-Orleans BOCES, she connects students and families with community resources, leads professional development for staff, and provides individualized support for students transitioning into adulthood. Additionally, her involvement in leadership and committee roles, such as the BOCES 2 Faculty Council, New Staff Mentor, and Tutor, showcases her commitment to mentoring and developing both students and colleagues.

Educational Background and Continuous Learning:

Ms. Spagnola's strong educational background and commitment to continuous learning make them highly qualified for her role. She holds a Certificate of Advanced Studies in School Counseling, a Master of Science in School Counseling, and a Bachelor of Arts in Psychology. Her extensive education in school counseling and psychology provides a solid foundation for her professional practice, ensuring she is well-equipped to deliver the ACCES-VR Pre-ETS curriculum and support students' career development and success.

PRE EMPLOYMENT TRANSITION SERVICES (PRE-ETS) STAFF MEMBER RESUME 2

JONATHAN STANLEY, Student Behavioral Assistant

Monroe 2-Orleans BOCES, Career and Technical Education

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EDUCATION

Mt Morris Central School, 2003

Mt Morris, NY

Houghton College, 2009

Bible/Religion Major

Monroe Community College, in progress

Associates in Mechanical Engineering

WORK EXPERIENCE

Student Behavioral Assistant, 12/2021 to Present

Monroe 2-Orleans BOCES, Career and Technical Education, Spencerport, NY

I am the Student Behavioral Assistant in the Career and Technical Education (CTE) high school program's Buildings and Grounds Maintenance classroom. This foundational course is designed with a smaller student-to-teacher ratio provides an overview of workplace safety and various trades – basic carpentry, electrical work, plumbing, masonry, machine maintenance and lawn care – needed for the care and upkeep of a residential or commercial property. This CTE program has a strong career exploration and work readiness focus to help prepare students for further education and careers. Duties included:

- Assisting with grading, teaching, planning curriculum, and enacting differentiated learning strategies.
- Teaching students the basic skills involved with the maintenance of a building and grounds, including things like carpentry, electrical work, plumbing, masonry, machine maintenance and lawn care.

Welding Instructor, 10/2023 to Present

Monroe 2-Orleans BOCES, Center for Workforce Development, Spencerport, NY

In the Center for Workforce Development adult education department's welding program, I help students prepare for an entry level career or skill up in welding. We cover four major types of welding – Shielded Metal Arc Welding (Stick), Gas Tungsten Arc Welding (TIG), Gas Metal Arc Welding (MIG) and Flux-core Arc Welding (Flux). I also help students understand and build welding-adjacent skills like torch and plasma cutting. This program is very career-oriented, so guidance and advice for my students looking for jobs and preparing for careers in the field is a necessary and a significant part of the program. Duties included:

- Planning curriculum for and instructing adult students in 4 main types of welding, along with various other welding adjacent processes and tool use, and
- Assisting with job advice and career readiness.

SAME Instructor, Summer 2021, 2022, and 2023

Monroe 2-Orleans BOCES, Spencerport, NY

I am co-teacher of the BOCES 2 Summer Advanced Manufacturing Experience (SAME) program for. This introductory program is essential to introducing 9th and 10th grade students to the machining trades. Students learn to use both a lathe and mill independently and visit various machine shops to learn about different manufacturing companies, their job opportunities, and the items they produce. Duties included:

- Planning Curriculum, helping coordinated site visits, and
- One-on-one training with students in the lab.

Builder/Assembler, 02/2020 to 09/2020
Corning Advanced Optics, Fairport, NY

I worked in the advanced optics division stacking lens assemblies in a class 100 cleanroom. The tolerances required on these were tighter than $\frac{1}{4}$ micrometer, so attention and care were extremely important, as well as carefully following the spec sheets and knowing how to read technical drawings. Duties included:

- Extreme care in caring for/cleaning lenses for near and extreme ultraviolet use.
- Using metrology equipment to ensure that the build was aligned correctly as well as maintained under .025 micrometer flatness.
- Communicating with stockroom and cleaners for on-time availability of necessary parts for upcoming builds.

Department Tech, Engineering Department, 02/2019 to 02/2020
Monroe Community College, Rochester, NY

I worked in the Engineering and Physics department at MCC setting up and tearing down for all of the physics labs and some of the engineering ones. I also was responsible for troubleshooting and fixing equipment as needed. In this capacity I picked up various skills pertaining to these duties, including soldering, electronic component identification and troubleshooting, and additional mechanical skills with a wide variety of different equipment. Duties included:

- Keeping track of dates and times of labs according to the syllabi provided by professors.
- Making sure that equipment necessary for labs is out and organized, ready for use in the labs, which necessitates understanding the lab and the way the materials are used.
- Troubleshooting and fixing equipment, including those pertaining to most basic areas of physics as well as electronic circuit and engineering kits.
- Maintaining a working knowledge of the software used with these labs to assist professors and students.
- Organizing and maintaining tools in the machining room, as well as the supply rooms.

Bindery Worker/Machine Operator, 04/2015 to 11/2017
Riverside Binding, Rochester, NY

At Riverside, I headed the casing-in line, which handled about 40% of the product that came through the bindery. I was in charge of a crew of 3-6 people, depending on the complexity of the job at hand, and was responsible for keeping a certain pace, juggling the schedules and placement of my crew, constant inspection of product, and responding to any mechanical problems that arose during the line's process. Duties included:

- Preparing the machine and line for the product, including frequent problem-solving for product that was out of spec for the machine, and determining which, if any, parts of the job would need to be done offline.
- Continual inspection and recording of samples from the line during the run of the product, watching for things like cleanliness, marks, or wrinkles, and assuring that the customers specifications were met.
- Mechanically maintaining the machine on a daily, weekly, monthly, and yearly schedule. This included fixing my own machine if it went down, and ordering replacement parts as they became worn or otherwise in need of replacement.
- I also cleaned the bindery and offices in the mornings, which included ordering supplies, bringing deeper cleaning needs to the attention of the managers, and warming up machines for the day's work in various parts of the bindery.

Bindery Worker, 08/2013 to 06/2014
Lamplighter Publishing, Mt Morris, NY

Six months after Lamplighter started producing its own books, I switched from shipping to bindery. I quickly learned all parts of the process, and have researched other machines and processes extensively. My niche place in the book making process is at the hot foil stamper, where I more than doubled the speed and vastly improved the accuracy of the impressions on our product. I know how to operate, troubleshoot, and sometimes repair all of the machines I work with. Duties included:

- Thorough knowledge of machines at all stations in the binding industry and ability to operate them quickly
- Knowledge of work-flow, ability to work unsupervised and to take initiative to start or continue projects as needed
- Maintaining a certain level of quality in all of the work done, both by myself and others; to inspect and ensure quality in the product.
- Inventory control and organization.

Shipping Manager, 08/2013 to 06/2014**Lamplighter Publishing, Mt Morris, NY**

I was the shipping manager solely in charge of all outgoing and incoming shipments for the ministry (all aspects, including order processing and picking/pulling.) I was also in charge of inventory (physical) and inventory management. Duties included:

- Order processing/pulling
- Order system management, (Nexternal) price setting, updates and changes as necessary
- Knowledge of shipping processes, optimal methods, and delivery times to ensure product delivery safely as well as punctually and as cheaply as possible for the customer

Library Clerk, 12/2011 to 10/2014**Mt Morris Public Library, Mt Morris, NY**

I was involved in all aspects of daily operation of the library, as well as running the evening story-time with the children. Duties included:

- Opening/closing the library; often working alone
- Checking out, shelving, and locating books as needed
- Assisting patrons with questions, as well as finding specific books and suggestions for further reading based on interest
- Running the evening story-time, which includes story and craft activities
- Maintaining the outside of the library properly (mowing, occasional light landscaping)

Collector, 02/2011 to 07/2011**Pioneer Credit Recovery, Perry, NY**

As a debt collector I had a lot of personal interaction with past-due borrowers, which led to a wealth of experience in conflict management. Duties included:

- Maintaining knowledge of an assigned section of the borrower database
- Location of borrowers whose contact information was incomplete or wrong
- Contact and successful negotiation with (often irate) borrowers until reaching a satisfactory payment arrangement

Exhibition Cook, 09/2009 to 02/2011**Sodexo, Houghton, NY**

As the exhibition cook at Houghton, I was stationed in the dining area, and so interacted with the student population the most of any of the staff. Duties included:

- Preparing food according to safe temperature and handling regulations and following other kitchen safety protocol
- Independently preparing meal from a recipe and tweaking them as needed to fit the style of my station (made on site, exhibition style)
- Interacting with students in a professional and friendly manner while efficiently preparing up to four meals at a time
- Training student workers on pizza station and in some food prep

Custodial Worker, 05/2010 to 08/2010**Houghton College, Houghton, NY**

This was a summer position, during which I was chosen to be part of an independently working crew of 4 who were taught use of various floor and carpet machines, which we also maintained and, on occasion, fixed.

Duties included:

- Appropriately and efficiently dismantling and reassembling rooms for deep cleaning
- Working courteously alongside professors and staff as we cleaned offices and work areas
- Care and maintenance of machines used in this process

Teachers Assistant; 07/2010 to 08/2010**Upward Bound, Houghton NY**

Upward bound is a cross between summer camp and college prep, so being the sophomore TA was a very full position, wherein I interacted with the students in every aspect of their day, both academic and recreation.

Duties included:

- Accompanying students to every activity starting at 7am and ending at 9pm
- Assisting and sometimes substitute teaching during core classes
- Helping each student develop a portfolio for inspection
- Teaching elective classes in the evening on varying subjects of interest
- Being generally familiar with students on a personal level and reporting any areas of concern

Youth Minister, 08/2007 to 12/2009**Christ Community Church, Geneseo, NY**

The youth minister position was part time, and I was given charge of all aspects of the youth (12-18+) program, involving teaching on Sunday mornings as well as running youth meetings and organizing special events.

Duties included:

- Spending time with youths in mentoring relationships
- Preparing and teaching both Sunday morning Sunday school and Sunday night youth lessons
- Maintaining volunteer base of both college students and laypersons for working with youth
- Organizing program structure and delegating tasks to volunteers
- Planning and implementing special trips, retreats, etc.

Teachers' Assistant, 02/2009 to 06/2009**Geneseo Central School, Geneseo, NY**

At Geneseo I was a 1-1 aid for a 6th grader with Asberger's syndrome during his first year in a traditional class setting, so there as much trial and error that went into making his day run smoothly. Duties Included:

- Bridging the communication gap between my student and both his classmates and teachers
- Organizing the student and teaching strategies for meeting new expectations
- Ensuring that the student met criteria for classes and kept up with the work that was expected of him

DETAILED EXPLANATION OF EDUCATION AND EXPERIENCE

Career Preparation and Technical Expertise:

With extensive hands-on experience across diverse industries, Mr. Stanley offers ACCES-VR's Pre-ETS students with a unique combination of hands-on experience, workplace knowledge, and essential technical skills. From working with advanced optics to leading casing-in lines, he has honed his expertise in heavy machine operation, mechanical processes, and technical troubleshooting. His work in the engineering and physics department, handling sophisticated lab equipment, and performing intricate soldering tasks further showcase his knowledge and expertise with cutting-edge technology.

Exceptional Teaching Experience:

Mr. Stanley's experience in education is marked by a dedication to student growth and career readiness. His role as a Student Behavioral Assistant in Monroe 2-Orleans BOCES's Career and Technical Education (CTE) program demonstrates his ability to teach diverse technical skills—carpentry, electrical work, plumbing, masonry, and machine maintenance—in a supportive and engaging manner. As a Welding Instructor, he has successfully prepared adult students for careers in welding by planning comprehensive curricula and providing career guidance. Moreover, his involvement in the Summer Advanced Manufacturing Experience (SAME) showcases his commitment to introducing younger students to machining trades and preparing him for future employment.

Strong Technological and Computer Skills:

Mr. Stanley's proficiency in Excel, word processing programs, programming, Solidworks, and electronic troubleshooting highlights his significant technological understanding and experience. This skill set allows him to integrate technology seamlessly into his instruction, making him an invaluable asset to Pre-ETS students who need exposure to modern manufacturing and engineering tools.

Adaptive Leadership and Mentorship:

Mr. Stanley's diverse roles, including Youth Minister and Teachers' Assistant, reveal his ability to connect with learners on a personal level, offering mentorship that goes beyond technical instruction. His skill in planning curriculum, incorporating differentiated learning strategies, and coordinating site visits fosters an enriching educational environment. His interpersonal skills, coupled with a passion for student success, make him an ideal mentor for students navigating the manufacturing and construction career paths.

Continuous Learning and Professionalism:

In addition to his practical skills, Mr. Stanley's pursuit of an Associate in Mechanical Engineering, combined with his background in Bible/Religion studies, exemplifies a commitment to lifelong learning and ethical integrity. His multidisciplinary approach along with his teaching philosophy, makes him an inspiring role model for students. Additionally, his experience in physically demanding tasks and maintaining a professional appearance sets a standard for students learning to navigate the world of work. Whether lifting heavy equipment or troubleshooting sophisticated electronics, He bring a disciplined and organized approach to every task.