

Passionate and dedicated professional with 10+ years of experience in the education sector, committed to empowering individuals through vocational rehabilitation and personalized support. Skilled in guiding clients toward meaningful employment and educational success while ensuring program compliance and integrity. A strong problem-solver and communicator, fostering positive relationships with students, educators, service providers, and stakeholders to create inclusive, effective learning and career pathways. Known for a people-first approach, collaboration, and a steadfast dedication to helping others achieve their full potential.

Services Provided:

- Post-Secondary Options Counseling
- Job Exploration Counseling
- Instruction in Self-Advocacy

AREAS OF EXPERTISE

- Program Budgeting & Financial Planning for Special Needs Services
- Expense Forecasting & Cost Management for Client-Centered Support
- Case Management & Compliance Oversight for Special Needs Individuals
- Client Advocacy & Personalized Support Services
- Stakeholder Collaboration & Relationship Building with Families, Educators, and Service Providers
- Data Management & Reporting for Special Needs Programs
- Resource Allocation & Service Coordination for Inclusive Programs
- Performance Tracking & Program Evaluation for Special Needs Services

PROFESSIONAL EXPERIENCE

K12 Scholars (Education, Vocational, ABA & BIS) New York - 2014 - Present

Director

Lead the preparation of monthly financial reports, including Profit and Loss Statements, Balance Sheets, and Statements of Cash Flows, ensuring accurate tracking of program costs and resource allocation. • Support the development and implementation of educational programs by managing financial aspects such as budgeting, cost analysis, and ROI calculation for new initiatives. • Oversee logistics operations, including the efficient management and distribution of materials, resources, and inventory to ensure program success. • Implement accounting policies and procedures that align with the organization's educational goals, ensuring financial transactions are compliant with standards for program funding. • Work closely with internal teams to assess program performance, identifying opportunities for financial and operational improvements, and supporting continuous enhancement of services. • Coordinate with auditors to ensure the integrity of financial data and transparency during program assessments and audits.

Smart Start Centers (Life Skills, Center Based Services) New York - 2022 - Present

Director

Lead the design and implementation of new educational and extracurricular programs, ensuring alignment with the needs of students and the organization's goals. • Collaborate with internal teams to plan, coordinate, and manage resources, ensuring smooth execution and operational success of all programs. • Develop and maintain strong relationships with clients, students, and community partners to support program growth and foster engagement.

EDUCATION

- Bachelor of Commerce in Accounting, Delhi University, Delhi, India (1997-2000)
- Master of Management and Marketing, Annamalai University, Chennai, India (2001-2003)
- Certification in Business Administration, Annamalai University, Chennai, India (2002-2003)

Summary

Experienced education professional with a strong background in special education leadership, program development, and inclusive practices. Skilled in overseeing and managing multidisciplinary teams, developing and implementing IEPs, and ensuring compliance with federal and state regulations. Adept at fostering collaboration among educators, parents, and community stakeholders to create positive and supportive learning environments for students. Proven ability to lead through instructional leadership, staff development, and data-driven decision-making to improve outcomes across various educational levels.

Services Provided:

- Post-Secondary Options Counseling
- Job Exploration Counseling
- Instruction in Self-Advocacy
- Workplace Readiness Training to Develop Social Skills and Independent Living
- Work-Based Learning Experience Development
- Work-Based Learning Experience Wage Reimbursement
- Work-Based Learning Experience Mentor

Assessment Services:

- Career Exploration Assessment
- Diagnostic Vocational Evaluation (DVE)/Community Based Situational Assessment
- Community Based Workplace Assessment
- Standardized Testing / Specialized Evaluations
- Functional Capacities Evaluation

Recent Experience

CSE Chairperson – Valley Stream School District 24 – January 2025 – Present

- Chairing CPSE and CSE meetings, ensuring adherence to federal and state regulations.

School Outreach Coordinator – K12 Scholars – August 2024 – Present

- Develop and maintain relationships with school districts to coordinate special education services, including OT, PT, behavioral support, and home instruction.
- Collaborate with district administrators to assess needs, facilitate service agreements, and ensure compliance with educational regulations.

Director of Pupil Personnel Services – Jericho School District – July 2019 - June 2024

- Directed district-wide special education services, including strategic budgeting and program development to enhance student outcomes.
- Managed multidisciplinary teams of psychologists, nurses, speech pathologists, related service providers, special education teachers, and aides to ensure comprehensive support for students.
- Served as Committee on Special Education (CSE) chairperson, managing processes for out-of-district student placements.
- Authored and administered federal and state grant proposals, securing funding for critical educational initiatives.
- Designed and executed staff development programs and specialized educational initiatives, fostering professional growth and improved instructional practices.

Elementary Principal – Jackson Elementary School, Jericho School District – January 2018 - June 2019

- Delivered instructional leadership for Grades K-5, emphasizing curriculum alignment, student achievement, and creating positive school experiences.
- Fostered teacher growth and effectiveness through evidence-based feedback, reflective practices, and targeted professional development.
- Built strong partnerships and rapport with community stakeholders, including the PTA Executive Board, Shared Decision-Making Team, Building Level Safety Team, and faculty union representatives.

Curriculum Associate for Pupil Personnel Services – Jericho School District – January 2013 - June 2018

- Managed Special Education programs across three elementary schools (Grades K-5), ensuring compliance and effective service delivery.
- Chaired Committees on Preschool Special Education (CPSE) and Committees on Special Education (CSE), overseeing placement and support services.
- Oversaw the development, review, and finalization of Individualized Education Programs (IEPs) to meet student needs and regulatory standards.
- Supervised and conducted performance evaluations for psychologists, speech pathologists, special education teachers, related service providers, and teacher aides.

Special Education Facilitator – Jackson Elementary School, Jericho School District – June 2000 - June 2013

- Partnered with principals, teachers, learning center staff, teacher aides, and parents to support student success.
- Led child study and Instructional Support Team (IST) meetings to address individual student needs.
- Coordinated educational testing assignments and managed testing accommodations for students with disabilities.
- Oversaw case manager coordination, IEP dissemination and training, new CSE referrals, and Academic Intervention Services (AIS).
- Chaired CPSE and CSE meetings, ensuring adherence to federal and state regulations.
- Analyzed and utilized student data to inform individualized program development and educational strategies.

Special Education Co-Teacher – Jackson Elementary, Jericho School District – September 1995 - June 2000

- Collaborated with general education teachers across three kindergarten classes to successfully integrate students with disabilities into inclusive classrooms.
- Provided crisis intervention support to address student needs and promote a safe learning environment.
- Facilitated weekly team meetings, engaging parents multiple times throughout the year to align on student progress and goals. Designed behavior modification plans and trained teacher aides to implement and monitor individualized strategies effectively.
- Developed and contributed to Individualized Education Programs (IEPs) to support student growth.
- Administered educational assessments to guide instructional planning and interventions.

Additional experience: <https://www.linkedin.com/in/kim-conger-5874159/>

Education

Professional Certificate, School District Administrator, LIU CW Post	2002
MS Early Childhood Special Education, Adelphi University	1996

Certifications

School District Administrator	2002
Special Education Teacher K-12	1991

Michelle Kahn

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Objective

To obtain a position that offers growth and leverages my 30+ years of experience in the Special Education field.

Education

American Intercontinental University (AIU)
Bachelor of Business Administration (Cum Laude), November 2003

American Intercontinental University (AIU)
Master of Education in Curriculum and Instruction, September 2011

University of North Texas
Certificate in Applied Behavior Analysis, August 2013
(Completed coursework and hours for BCBA)

Certifications

Applied Behavior Analysis Certificate, University of North Texas, 2013
CPI Certification, Crisis Prevention Institute, 2013, renewed 4/24/24
CPR and First Aid Certification, 2007
SCIP-R Certification (Strategies for Crisis Intervention and Prevention - Revised), 2006

Professional Experience

Dragonfly ABA — St. James, NY

BIS Provider and Substitute

September 2024 – Present

- Provide individualized behavior intervention to students, utilizing ABA techniques to support positive behavior and engagement.
- Collaborate with educational teams to create behavior intervention plans, consulting with staff to ensure consistency in management strategies.

- Substitute across various classroom settings, maintaining structured, supportive learning environments.

Beyond Boundaries/Family of Kidz — Westbury, NY

Clinical Supervisor & Behavior Consultant

January 2021 – June 2024

- Supervised RBTs and Behavior Technicians, ensuring service quality and conducting staff training on behavioral techniques.
- Developed and monitored behavior intervention plans, providing skill training in functional communication, social, and daily living skills.
- Conducted behavior reduction assessments and coordinated with families, educators, and service providers.

Marra and Glick — Islandia, NY

Senior Clinical Associate

January 2019 – March 2020

- Delivered ABA therapies, conducted skill assessments, and provided parent training.
- Conducted FBA's and development Behavior Intervention plans
- Managed client behaviors in various settings and facilitated parent/caregiver training.
- Supported company growth through recruitment efforts and district partnerships.

BlueSea Educational Consulting, Inc. — Huntington, NY

Director of Educational Services

October 2012 – January 2019

- Directed behavior analytic services and consultation in school districts.
- Conducted FBA's and developed behavior intervention Plans
- Developed IEP goals, behavioral plans, and professional development sessions.
- Engaged in recruitment, quality assurance, and operational oversight.

Life's WORC, Inc. — Garden City, NY

Behavioral Consultant/Staff Trainer/Parent Trainer

June 2005 – June 2012

- Provided ABA services in schools, homes, and community settings.
- Conducted functional behavior assessments, staff training, and parent workshops.
- Engaged in recruitment and strategic partnerships with school districts.

The Genesis School — Plainview, NY

Behavior Specialist, Staff Trainer, Director of Saturday Program

1995 – 2004

- Developed and managed ABA programs, conducted behavior assessments, and facilitated staff training.
- Oversaw weekend programming and organized internship placements for ABA students.

Additional Experience

Various consulting roles for Access 7 Consulting, NYFAC, Oceanside School District, New York Therapy Placement Services, and others, providing ABA supervision, behavior assessments, staff training, and program development.

Professional Presentations & Training

Speaker/Trainer at annual conferences: Topics include ABA, Behavior Management, and Autism Spectrum Disorders.

Co-taught Behavior Management Strategies for the CITE Program.

Affiliations & Recognitions

Expert Witness for Nassau Supreme Court and Nassau Family Court

Long-standing member and participant in LIASEA events (2011–2016)

Fundraising & Charity Events coordinator

Guest speaker on Dr. Oz Show and radio broadcasts