Amanda T. McManus

108 Thomas Avenue Syracuse, New York 13209 315-263-7437amcmanus@16gmail.com

**EDUCATION:** Master’s Degree in Literacy (5-12)

Obtained December, 2010, State University of New York College at Oswego

B.S. Adolescence Education (7-12) Social Studies Concentration

Obtained December 2008, State University of New York College at Oswego

**WORK EXPERIENCE:**

Fall 2022-Current **Program Director of Employment Services**, Unity House of Cayuga County, NY
-Oversee, develop, implement and maintain all assigned program operations while working towards continuous improvement of program components

 -Oversee, guide, and support Program Managers/Assistant Program Manager and staff, ensuring compliance with regulations
-Initiate and maintain participation in community/internal committees pertinent to programs

Fall 2021-Fall 2022 **Program Manager**, Unity House of Cayuga County, NY
-Oversee and complete necessary agency and funding source paperwork

 -Manage, coach and supervise staff
-Monitor Job Development, Placement and Employment Services activities
-Support the Program Director in overseeing and implementing public relations and marketing activities as identified

 -Perform work in the rehabilitation of persons within the program

Spring 2021-Fall 2021 **Employment Specialist II**, Arc of Monroe, Rochester, NY

 -Work directly with adults with intellectual and developmental disabilities to provide person centered support.

 -Helped to development and implement grant awarded for Customized Employment

 -Provides work readiness training, self-advocacy and coaching to establish internships at a single-employer site that prepares individuals for competitive employment

 -Delivers an array of employment service; job development, job matching, job coaching, employer education, transportation arrangements, benefit planning, task analysis, advocacy and job maintenance.

Summer 2019-
Spring 2021 **Employment Specialist**, Arc of Monroe, Rochester, NY

 -Manage job development and job coaching, support people at their

employment locations throughout Monroe County and coach them through tasks, build relationships with employers and help them to be productive in the workplace

Fall 2013-Summer 2019 **Teacher’s Assistant**, Solvay High School, Solvay, NY

-Work full-time with special education students, Personal Care, Feeding, Transfer OT/PT equipment, Provide academic instruction and support

2017-Tenured

Spring 2016-

Summer 2019 **Mentor**, Advocates, Inc., Liverpool, NY

 -Provide residential and community outreach services and support to Individuals with Disabilities

Spring 2015-Spring 2016 **Respite Aide**, Casey’s Place, Elmcrest Children’s Center, Syracuse, NY

-Direct care for children with disabilities ages 5-21

Winter 2013-Spring 2013 **Teacher’s Aide**, Solvay High School, Solvay, NY

-Work full-time with special education students, Personal Care, Feeding, Transfer OT/PT equipment

Winter 2009- **Substitute Teacher**, Solvay, Baldwinsville, Jamesville-DeWitt, Fayetteville-Manlius

Winter 2013 and West Hill school districts

Winter 2009-2011 **Human Resources**, Rescue Mission Alliance of Syracuse

-Hiring and Recruiting Manager, Supervised electronic annual enrollment for

agency with over 300 employees (Health and Dental)

 **Sales Associate**, Rescue Mission Thrifty Shopper

Winter 2003- **Cashier/Supervisor,** North Salina Car Wash, Syracuse, NY

Summer 2008 -Responsible for accounts receivable and accounts payable for over $200,000

-Supervised three employees

**HONORS AND ACTIVITIES:**

Fall 2024 Certified Employment Support Professional (CESP)

Summer 2024 Appointed to the Tompkins County Workforce Development Board

Winter 2024 Appointed to NYS APSE Board, Syracuse area representative

Winter 2008- **Dean’s List**, SUNY Oswego, Master’s Degree

Winter 2010

Fall 2007-Spring 2008 **NCAA Athlete and Captain**, Oswego State Women’s volleyball team

Fall 2005-Spring 2010 **Dean’s List**, SUNY Oswego, Bachelor’s Degree

Fall 2003-Spring 2004 **High School Captain**, Soccer, Volleyball

**REFERENCES:** Available upon request