

Tracy A. LaVoie

586 Goodman Rd.

Malone, NY 12953

(518) 483-2265

(518) 932-6935

lavoietracy@yahoo.com

Education:

Bachelor's Degree: Human Services, Empire State College, 2011
Associates Degree: Human Services, North Country College, 2007
New York State Family Development Certificate: Cornell University, 2002
New York State Teaching Assistant License

Work History:

10/06-present

FEH Board of Cooperative Educational Services (BOCES)- Malone, NY

Employment and Training Coordinator (Full Time) - Responsible for the implementation and the development of training and placement plans for a caseload of approximately 90 individuals. I Supervise, train and monitor Employment and Training Assistant and job coaches in Malone, Saranac Lake, and Tupper Lake. Complete intakes, plans, and monthly reports. Complete assessments to determine barriers, assist clients with drug and alcohol issues, and anger management problems. Develop plans to help clients avoid criminal behavior, manage personal adjustments issues, and encourage compliance. Coordinate services with ACCES-VR (formerly VESID). Cultivate community relationships to develop placement opportunities. Evaluate client's progress and staff through field visits and scheduled appointments.

Vocational Assessment Specialist (Full Time) - Assist individuals with disabilities and individuals with special circumstances in finding employment. Responsible for a caseload of approximately 60 individuals. Complete intakes, plans and monthly reports. Complete assessments to determine strengths, interests and preferences to match consumers with employment. Coordinate services with ACCES-VR (formerly VESID). Cultivate community relationships to develop placement opportunities throughout the community. Provide job readiness and employability skill training. Link consumers with other agencies and resources. Collaborate with other agencies to help transition adults into the world of work.

Teaching Assistant (Full Time) - Set up worksites for students with disabilities. Match individual abilities with appropriate experiences. Coach on employability skills and communication skills in real life work setting. Organize bus schedule. Evaluate student performance and draft plans to ensure student progress based on abilities and strengths.

Special Education Teaching Assistant (Full Time)-Plan, implement, and evaluate instruction and pupil performance as specified; develop and maintain classroom routines; provide the teacher with information about students which will assist in the development of appropriate learning experience. Provided instruction in math and reading.

06/06-10/06

Adirondack Youth Lodge- Malone, NY

Treatment Leader (Full Time) - Responsible for the oversight of psychiatric and medical treatment regimens of the residents. Ensured adherence to prescribed directions and follow through occurred. Provided crisis intervention and prevention services as needed. Led a staff of 10 individuals. Worked as a liaison between residents, outside service providers, and families.

Treatment Coordinator (Full Time) - Planned and coordinated the recreational and social activities within the residence and in the community. Gave guidance and direction to residential aids. Communicated with family members and outside agencies to ensure agreement and compliance with developed plans.

9/03-6/06

FEH Board of Cooperative Educational Services (BOCES)

Teaching Assistant (Full Time)- Plan, implement, and evaluate instruction and pupil performance as specified; develop and maintain classroom routines; provide the teacher with information about students which will assist in the development of appropriate learning experience. Provided instruction in math and reading.

09/01-06/06

Catholic Charities- Malone, NY

Case Worker/WIA Counselor (Full Time) - Intensive monitoring of individual activities and goals. Worked with a caseload of approximately 40 individuals. Acted as a liaison between schools, employment agencies, court, & probation. Instructed individuals on pro-social behavior. Assisted clients with managing drug and alcohol issues, anger management problems. Drafted plans to help clients avoid criminal behavior, manage personal adjustment issues, and to encourage compliance. Encouraged clients to follow reformation plan and explained consequences of misbehavior. Met with family members to develop support systems, report progress of youths living outside the home, and to teach family members how to better monitor youths and support the reformation plan. Counseled young adults in both individual and group setting. Set goals to aid clients to avoid criminal behavior, managed personal adjustment issues and encourage compliance. Developed support systems and reported progress of individuals living outside the home. Conducted weekly alcohol and substance abuse groups to assist in abstinence and educate individuals in alcohol disease.

05/95-09/01

Precious Ones Daycare- Malone, NY

Owner/ Certified Child Care Provider (Full Time) - Responsible for the care and instruction of 20 children. Provided for the safety, development, and happiness of the children enrolled in the daycare. Communicated effectively and efficiently with parents and children. Scheduled educational/instructional activities and meals accordingly.

06/87-05/95

Ponderosa Restaurant- Malone, NY

Executive Manager (Full Time) - Supervised 50 employees. Responsible for scheduling and maintaining daily bookkeeping records. Coordinated various banquets and community events. Created and implemented the Blue Ribbon Perfect Attendance Program through the Franklin County School System. Member of the President Council. Represented the Malone Ponderosa Unit in Dayton, Ohio to assist in determining growth of 800 Ponderosa Corporate Restaurants.

Skills/

Qualifications:

- Successfully opened and operated an 8 bed co-ed children's residential home.
- Skilled at handling crisis intervention situations.
- Innovation in Employment Support Series 24 hr. Training.
- Excellent communication skills & strong public speaking skills.
- Cooperative and supportive colleague.
- OPWDD Training.
- NYS APSE Employment First Training Institute.
- Extensive supervisory experience.

References

Cindy King
Vocational Rehabilitation Counselor
ACCES-VR
209 West Main Street Malone, NY 12953
(518) 353-9111 or (518) 483-3530

Richard LaVigne
Former Supervisor
Goodman Road
Malone, NY 12953
(518) 483-2131 or (518) 572-9211

Lorraine Childs
School Principal
St Regis Falls Central School
St. Regis Falls, NY 12980
(518)409-2024 or (518) 856-9421

Christine Sabin-Boyea
New York State Department of Labor Supervisory Labor Services Representative
Malone, NY 12953
(518) 481-5755 Ext. 3042

Denise Luka
North Franklin Educational Center, Principal and Supervisor
(716) 474-0094

NORTH COUNTRY COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT

23 SANTANONI AVENUE . PO BOX 89 . SARANAC LAKE . NY 12983 . 518.891.2915 x201 . PRESIDENT@NCCC.EDU

January 29, 2008

Tracy LaVoie
PO Box 496, Goodman Road
Malone, NY 12953

Dear Tracy:

Congratulations on your recent graduation from North Country Community College and welcome to the NCCC Alumni Association!

Earning your diploma from North Country Community College will open the door to your next adventure in life. The faculty and staff wish you the best of luck in your new endeavor, be it transferring to a four-year institution or seeking employment in your field of study.

As many alumni and faculty will attest, we appreciate receiving your updated contact information and knowing your life milestones as you achieve your dreams. Please be sure to keep in touch.

Best wishes to you.

Sincerely,



Gail Rogers Rice, Ph. D.
President

GRR:g

EMPIRE STATE COLLEGE

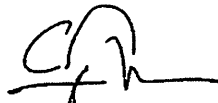
ON THE RECOMMENDATION OF THE FACULTY
AND BY VIRTUE OF THE AUTHORITY VESTED IN THEM
THE TRUSTEES OF THE UNIVERSITY HAVE CONFERRED ON

TRACY A. LAVOIE

THE DEGREE OF

BACHELOR OF SCIENCE

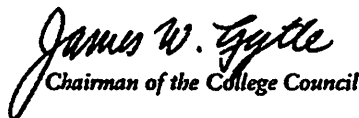
AND HAVE GRANTED THIS DIPLOMA AS EVIDENCE THEREOF
GIVEN IN THE CITY OF SARATOGA SPRINGS IN THE STATE OF NEW YORK
IN THE UNITED STATES OF AMERICA
THIS MONTH OF OCTOBER TWO THOUSAND AND ELEVEN



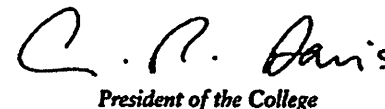
Chairman of the Board of Trustees



*Chancellor of the
State University of New York*



James W. Gattle
Chairman of the College Council



C. P. Davis
President of the College

NORTH COUNTRY COMMUNITY COLLEGE

SARANAC LAKE



NEW YORK

ON THE RECOMMENDATION OF THE
FACULTY AND BY VIRTUE OF THE AUTHORITY VESTED IN THEM
THE TRUSTEES OF THE COLLEGE HAVE CONFERRED ON

Tracy A. LaVoie

THE DEGREE OF

ASSOCIATE IN APPLIED SCIENCE

AND HAVE GRANTED THIS DIPLOMA AS EVIDENCE THEREOF
GIVEN IN THE VILLAGE OF SARANAC LAKE
IN THE STATE OF NEW YORK

W. J. ...
CHAIR OF THE BOARD OF TRUSTEES

Eric ...
PRESIDENT OF THE COLLEGE

December 21, 2007

University of the
Education



State of New York
Department

Public School Teacher Certificate

This certificate, valid for service in the public schools, is granted to the person named below who has satisfied the requirements prescribed by the State Education Department.

TRACY A. LAVOIE

Certification area: **TEACHING ASSISTANT**

*Form: **CONTINUING**
(over)

Effective date: **09/01/04**

Certificate number: **116600874**

Control number: **550028041**

Given under the authority of
the State Education Department

Johanna Runcap-Potter
Deputy Commissioner
Office of Higher Education and Office of Professions

Thomas P. Hill
Commissioner of Education

copied from original REC
1/18/05

The University of the State of New York
Education Department



STEPHEN SHAFER
BOCES FRANKLIN-ESSEX-HAMILTON
PO BOX 28
MALONE, NY 12953

=====

FINGERPRINT CLEARANCE

FOR EMPLOYMENT

=====

This is a notice that on 10/01/2003, **TRACY LAVOIE** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **TRACY LAVOIE**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

DEBORAH A. MARRIOTT
OSPRA Fingerprinting Unit

Office of School Personnel Review and Accountability
NYS Education Department
89 Washington Avenue
Albany, NY 12234
(518)473-2998 – Fax (518)473-8812
OSPRA@mail.nysed.gov
www.highered.nysed.gov/tcert/ospra/

Close

Print

School of Continuing Education
and Summer Sessions

820 Day Hall
Ithaca, New York 14853-2801
Telephone: 607 255-4987

Fax: 607 255-9697
E-mail: cusce@cornell.edu
Web: www.continuingeducation.cornell.edu

May 30, 2002

Tracy LaVoie
P.O. Box 496, Goodman Rd.
Malone NY 12953

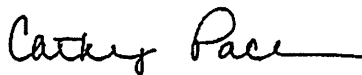
Greetings:

Congratulations on your successful completion of the New York State Family Development Credential (FDC).

Through the work that you have submitted in your portfolio and the successful completion of the FDC exam, you have demonstrated that you possess skills and competencies needed to help families identify and reach their goals for self-reliance and interdependence.

The Family Development Credential is a tangible sign of your commitment and belief in the strengths of families. Again, thank you for your dedication to the empowerment and family support approach to family development and congratulations on earning the Family Development Credential.

Sincerely,



Cathy Pace, Registrar
School of Continuing Education
and Summer Sessions

CORNELL UNIVERSITY

Tracy LaVoie

having satisfactorily demonstrated basic knowledge, skills, and competencies
in family support and empowerment is hereby awarded this

New York State
Family Development Credential (FDC)

by the School of Continuing Education and Summer Sessions

Associate Dean, School of Continuing
Education and Summer Sessions

Director, Cornell Empowering Families Project

May 30, 2002

Date

03554

Credential Number