

Amy Adel (Tovoli) Hagen

EDUCATION

1998- Bachelor of Science in Education
Elementary and Special Education Major
Dance-Minor
University of Nevada, Reno

2003- Master of Education
Educational Leadership
University of Nevada,
Reno

2013-Associate of Applied Science
Speech Language Support Emphasis
Prince William Sound Community College

LICENSES & CERTIFICATES

- **Alaska Administrative Certificate (Type B) (Exp. 2024)**
Principal and Superintendent PreK-12
- **Alaska Professional Teacher Certificate (Type C) (Exp. 2023)**
Special Education K-12 & Elementary Education K-8
- **Nevada Teaching License (Exp. 2026)**
K-12 Administration, K-12 Special Ed, & K-8 Elementary
- **Speech Language Pathologist Assistant (Exp. 2020)**

CURRENT TITLE AND EMPLOYMENT

August 2019-Current

Child Find Specialist, Kenai Peninsula Borough School District—Soldotna, Alaska

- Oversee all duties of the Child Find Program
- Process referral from Part C, community providers, and parents
- Organize and adhere to activities outlined in the MOA
- Screen and evaluate referred students
- Follow Part C to Part B regulations regarding Child Find
- Complete all necessary paperwork for Eligibility
- Organize and facilitate Eligibility and IEP meetings
- Serve as the District Representative during Eligibility and IEP meetings
- Collaborate with Sped Pre-K school teams district-wide when processing referrals
- Organize and conduct Child Find events throughout the district
- Collaborate with community partners and stakeholders to promote Child Find

PREVIOUS EXPERIENCES

August 2016-August 2019

Director, Services Department, Frontier Community Services - Soldotna, Alaska

- Created Action Plans both short and long term
- Coached, Mentored and provided reflective supervision to employees
- Completed annual performance reviews
- Created systems and standards to become nationally certified (and re-certified) with the Council on Accreditation
- Developed Memorandums of Agreements as well as contracts for contracted employees.
- Oversaw and conducted file review quarterly.
- Created documents and reported to the Board of Directors when needed
- Diligently and successfully performed other duties and tasks as assigned by supervisor
- Oversight to 10 grant programs serving people from birth to end of life
 - Recruited, hired and trained personnel
 - Coordinated a system to ensure staff training was rigorous both on-boarding and continuous professional development
 - Ensured grant conditions of participation were adhered to, including budgets, grant reporting and meeting RFP timelines.
 - Assured clients were placed and smoothly transitioned in appropriate group homes based

- on their needs and preferences
- Served as the liaison between Care Coordinators and Residential Service Coordinators
- Participated in stakeholder meetings within the community, region and state
- Program development and oversight for all State of Alaska Waiver clients within the agency
 - Processed new waiver referrals to the agency. Served as the point of contact on all new referrals and inquiries.
 - Created systems to ensure waiver were efficiently, written, reported and utilized
 - Assured actions of the agency were in compliance with state laws and Medicaid rules
- Program oversight and development of Behavioral Health Program (Children, Youth and Adults)
- *ILP Coordinator
 - Programing, supervision and professional development
 - Child Find Coordination for Part C
 - Developmental screenings and Assessments to determine eligibility on children 0-3
 - Eligibility report writing and IFSP development
 - Organized and arranged eligibility meeting and IFSP meetings
 - Coordinated services for children and families (educational, medical, therapies, counseling and public assistance)
 - Smoothly transitioned students form Part C to Part B by adhering to the state and federal timelines and process
 - Primary contact for Head Start, Early Head Start and School district
 - Developed and maintained MOAs, MOUs, and professional contracts
 - Participated and lead stakeholder meetings, work groups, and chaired Alaska's Infant Learning Program Association (AILPA)
 - Mentored other ILP Coordinators throughout the Kenai Peninsula and Alaska
 - Taught Infant Massage classes to parents of children 3 weeks to crawling

September 2014-August 2016

Director, Family Services Department, Frontier Community Services - Soldotna, Alaska

September 2013-September 2014

***ILP Coordinator & Early Childhood Educator**, Infant Learning Program, Frontier Community Services - Soldotna, Alaska

June 2008-2013

***ILP Assistant Coordinator & Early Childhood Educator**, Infant Learning Program, Frontier Community Services-Soldotna, Alaska

September 2007-May 2008 & January 2011-May 2011

Academic Coach, Tebughna School, Kenai Peninsula Borough School District-Project GRAD -Tyonek, Alaska

Academic Coach, Nanwalek School, Kenai Peninsula Borough School District-Project GRAD - Nanwalek, Alaska

August 2006-August 2007

Instructional Coach, Washoe County School District- Reno, Nevada

November 2003-August 2006

Special Education Consultant, Nevada Department of Education - Carson City, Nevada

- Conducted and coordinated statewide special education professional development
- Lead on special education complaint investigations
- Participated on support teams for Needs Improvement Schools throughout Nevada
- Oversaw grants and adhered to grant requirements
- Participated in stakeholder meetings

June 1999-November 2003

Teacher, Sun Valley Elementary, Washoe County School District - Reno, Nevada

1st grade teacher

2nd grade teacher

K-6 Special education teacher of intensive needs students (Life Skills Classroom)

Teacher Mentor/Coach, *Nevada Early Literacy Intervention Program (NELIP)*

October 1997-2007 (Substituted when “off-track” from year-round contracted teaching)

Substitute Teacher, Washoe County School District - Reno, Nevada

REFERENCES

See application

Additional references provided upon request