

Theresa Manning

Educational Administration



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Dedicated educator, special education administrator and professional development presenter with thirty-five years of experience working with students, parents, staff, administrators, and community agencies.



Skills

- Planning/Facilitating Programs
- Collaboration
- Coordinating with Community
- Professional Development
- Engaging Families
- Collecting/Synthesizing Data
- Supporting/Guiding Staff
- Observation and Feedback



Work History

2021-09 - Current

● **Assit. Director Transition & Vocational Services**

Anchorage School District, Anchorage, Alaska

- Developing comprehensive Secondary Transition program and guide
- Coordinating with 8 comprehensive high schools for Transition Camp
- Sitting on 2 district-wide Career College Life Ready committees
- Collaborating/Facilitating/Coordinating with other departments and community agencies
- Providing professional development opportunities to certified and classified staff

2017-01 - 2021-05

● **Adjunct Professor**

University Of Alaska Fairbanks, Fairbanks, Alaska

- Developed curriculum related to adaptations for students with special needs in general education classroom for teacher candidates
- Coordinated with community agencies to provide presentations to teacher candidates

2016-07 - 2021-09

Coordinator/Professional Development Coordinator

Fairbanks North Star Borough School District , Fairbanks, Alaska

- Coordinated/developed trainings and professional growth opportunities for certified staff/paraeducators/administrators
- Collaborated with other departments and assisted with Districtwide Professional Development days
- Mentored/coached new special education staff
- Developed/coordinated inter-departmental coaching project
- Supported 4 school-based Coordinators in multiple situations
- Monitored IEP files to ensure compliance with state and federal statutes and regulations
- Determined appropriate placement of students in district wide programs
- Collaborated with community agencies
- Assisted teams with planning and writing IEPs
- Hired/supervised/evaluated staff for BASE Classroom and ABEL Program
- Assisted with updating ABEL program processes
- Supported Structured Resource classrooms

2011-09 - 2016-06

Special Education/Leadership Education Specialist

Pinal County Education Service Agency, Casa Grande, Arizona

- Created over 30 professional development workshops in areas of special education, leadership, STEM program development, and LETRS
- Provided parent training regarding special education
- Facilitated meetings for Preschool Networking, Secondary Transition Consortium, and Pinal County Special Education Directors
- Coordinated STEM Leadership grant and networking meetings
- Collaborated with content specialists
- Observed/mentored/coached individual special education teachers and directors
- Co-led Countywide Professional Development Day

2007-08 - 2011-09

Coordinator/Assistant Director

Fairbanks North Star Borough School District, Fairbanks, Alaska

- Monitored IEP files to ensure compliance with state and federal statutes and regulations
- Assisted with development of special education budget
- Assisted in recommendations of requested resources as applied to budget
- Collaborated with building administration on special education issues
- Supervised/evaluated Occupational and Physical Therapists
- Monitored Self Contained, Resource, Hearing Impaired, Visually Impaired special education programs in elementary and secondary schools
- Administrator of postsecondary program for 18-22 year olds and Extended School Year
- Coordinated/developed in-services and professional growth opportunities for paraeducators, teachers, various departments, related service staff, and parents
- Supervised and evaluated related services staff in conjunction with site principals

2006-07 - 2007-06

- Led teams during mediations/facilitations/resolutions/due process preparation to create solutions to issues effecting student and special education system
- Recruited and hired teachers and related service providers
- Supervised 20 Alternate Assessment mentors and qualified assessors
- Monitored gathering of information for state/federal reports
- Represented district on state committees
- Supported teams in Part C to Part B and PK transition meetings

● **Director of Special Education/ECE**

Southwest Region Schools, Dillingham, Alaska

- Coordinated with superintendent, directors, principals, special education teachers, paraeducators
- Responsible for Special Education and Early Childhood budgets
- Trained within district for regular, special education, early childhood staff
- Coordinated with Infant Learning Program and Head Start agencies
- Compiled data for state and federal entities
- Oversaw all aspects of Special Education and Parents As Teachers programs

1990-06 - 1992-08



Education

● **Master of Education: Educational Administration And Higher Education**

University of Nevada - Las Vegas - Las Vegas, NV

1982-08 - 1986-12

● **Bachelor of Science: Elementary and Special Education**

Northern Arizona University - Flagstaff, AZ



Affiliations

● Council for Exceptional Children/Council of Administrator of Special Education –Treasurer/President-Elect/ President 2008-11;Treasurer/President Elect 2019-22
Alaska State Special Educator Conference – Board 2008-2011, Conference Co-Chair 2008-2011, Committee Member 2017-Present