

SUSAN SUAREZ

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EDUCATION

Current	New Jersey City University Ed.D: Educational Technology Leadership	Jersey City, NJ
2018	New Jersey City University Master of Arts: Urban Education	Jersey City, NJ
2003	New Jersey City University Bachelor of Arts: English Literature; Secondary Education Certification	Jersey City, NJ
1989	Chubb Institute Computer Programmer Technical Degree	Jersey City, NJ

TEACHING EXPERIENCE

2014–present University Academy Charter High School Jersey City, NJ

Teacher of English and English Department Lead

- Teach English I - inclusion and honors - with a focus on New Jersey Student Learning Standards
- Collaborate with all stakeholders to improve student achievement in a data driven environment
- Lead English Department in a unified vision to ensure communication and collaboration across grades
- Lead Professional Development for Classroom Management and Schoology (Educational Technology)
- Organize, administrate, and analyze school wide benchmark testing with an emphasis on targeted skill enhancement
- Established and co-taught English Composition Dual Credit 12th grade class in collaboration with New Jersey City University

2004–2010 Elizabeth High School Elizabeth, NJ

Teacher of English

- Led instruction in English I, II, III, IV, Public Speaking, Senior Project, and SRA incorporating technology through at-home and in-class use
- Taught AP English Literature and Composition emphasizing college level reading, writing, discussion and critical thinking
- Actively liaised with guidance and parents to support student achievement
- Facilitated numerous service-based “Senior Projects” taking place outside of school time
- Created “Bible as Literature” and “Creative Writing” curricula and updated the Language Arts Literacy/English curriculum
- Invited to be part of first faculty of the magnet gifted and talented school: “The Upper Academy”
- Moderated the literary magazine
- Collaborated with other instructors across disciplines in small learning communities

Summer 2004 Middle School Teacher’s Institute Jersey City, NJ

English Workshop Leader

- Developed and conducted workshop on writing for middle school teachers
- Collaborated with art teacher to create an inter-disciplinary drawing/writing project

Summer 2003 Proyecto Access Jersey City, NJ

English Composition Teacher

- Developed curriculum and lesson plans using NJCCC guidelines for a seven week composition course to facilitate critical thinking skills through challenging reading and discussion
- Instructed five preparations of eighth-graders on the writing process

2002–2003 New Jersey City University Jersey City, NJ

Open Writing Lab Tutor

- Assisted and informed students on various aspects of the writing process
- Developed lesson plans and successfully conducted on-campus grammar workshops

CONFERENCE PRESENTATIONS / PUBLICATIONS

“Supporting LGBTQ Inclusion in the ELA Classroom and Beyond” with Susan Chenelle. New Jersey Council of Teacher of English Spring 2020 Conference. Hillsdale, NJ. (March 2020) *Cancelled due to COVID-19 Pandemic.*

“Writing Across the Chasm: Narrowing the Divide between High School and College Writing Through Dual Enrollment” with Dr. Caroline Wilkinson. New Jersey Council of Teachers of English Fall 2018 Conference. Tabernacle, NJ. (Sept. 2018).

Publication in Process

“Co-Teaching in the Dual Enrollment Classroom: Addressing Equivalency and Collaboration” with Dr. Caroline Wilkinson. For *The English Journal* (15 pages).

PROFESSIONAL AFFILIATIONS / CERTIFICATIONS

NJ Standard Certificate: Teacher of English #551140

New Jersey Council for Teacher of English: Board Secretary January 2020-present

National Council for Teachers of English

International Society for Technology in Education

RELEVANT WORK EXPERIENCE

2001 – 2004 Barnes & Noble, Inc. New York, NY

Manager of Procedural and Field Support Teams

- Led a group of seven Support Representatives, three of whom were traveling Field Support.
- Utilized call-tracking system to identify issues and ensure swift resolutions.
- Maintained professional and consistent systems communications to the stores.

1999 - 2000 Barnes & Noble, Inc. New York, NY

Supervisor of Procedural Support

- Supervised a group of four Procedural Support Representatives.
- Responsible for the first level technical support of 910 stores.
- Continually analyzed user support needs to determine areas for improvement or growth.
- Create and monitor schedules for hardware/software roll outs to the stores.

1998 – 1999 Barnes & Noble, Inc. New York, NY

Procedural Support Representative

- Provided instructional support for store systems' functionality to the field and the business community.
- Served as a focal point for the field in its interaction with corporate IT regarding systematic support.
- Provided support and assistance to the IT development group for new and enhanced store systems.
- Worked in cooperation with store operations in developing communications, which involve system changes, enhancements and procedures that affect the field.