

## **Karen K. Sanders, M. Ed.**

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### **Education:**

M.Ed. - Lamar University, Beaumont, TX, 2011

B.S.I.S. - Texas A&M - Commerce, Commerce, TX, 2008

1997-2006 Eastfield College, Mesquite, TX

### **Certifications:**

EC-4 Generalist, 4-8 Generalist, EC-12 Special Education, EC-12 ESL,  
EC-12 Principal

### **Administrative Experience**

#### **2017-2018 Case Manager/ARD Facilitator, 504 Coordinator**

Provide staff development/training. Assist with the development and implementation of IEP's. Develop and head ARD/IEP meetings. Consult parents regarding educational needs/assessment data. Consult with teachers, parents, administrators to enhance educational progress of students with disabilities. Maintain all records for reporting and compliance purposes. Comply with all federal, state, and district regulations. Coordinate and oversee 504 programs across the district.

#### **2016-2017 Administrative Substitute**

Implement campus wide discipline plan. Adhere to district, state, and federal discipline policies and procedures. Conflict resolution regarding students, parents, and staff. Monitor and proactively consult students at risk for truancy. Actively monitor transition and non-instructional periods. Assist in overall administration of instructional programs and campus level operations.

#### **1994 - 1995 Owner/Director, Shooting Stars Development Center**

Maintained Texas State-licensed child care facility by the State Minimum Standards. Performed all administrative functions including a/p, a/r, payroll and personnel. Developed and assisted with implementation of curriculum for children ranging in age from six weeks to twelve years. Planned and supervised activities and field trips.

### **Teaching Experience**

#### **2008-present Teacher**

Differentiate instruction to accommodate individual needs and identified conditions. Review disaggregated data and develop appropriate instruction for all types of learners. Closely monitor rates and levels of performance. Monitor district checkpoints for targeted instruction/instruction design. Use outcome data to create and drive lessons and intervention. Provide struggling/at risk learners with individualized interventions. Use a variety of technology to assist in creating lessons that involve various learning modalities. Develop goals/objectives, prepare and facilitate ARD/IEP meetings. Monitor para-professionals and new teachers performance/compliance. Implement and adhere to all district, state, and federal curriculum, special education, and testing standards. Ability to prioritize, multi-task, comply with timelines, and maintain assigned leadership responsibilities. Excellent interpersonal skills that include collaborating with students, staff, and parents.

**Leadership  
Development:**

Successful Training for Administrative Readiness (STAR), 2016-2017  
Leadership Academy, 2014  
I Want to be an AP 2012-2013  
Instructional Leadership Development (ILD), Region 10, 2010

Also includes serving on Site Base Committee; Problem Solving Team; Campus Improvement Plan; District Mentoring/Induction Program; Absentee and Discipline Committee; serving on PTA board; and Presenter at Texas State Parent to Parent Conference.

**Professional  
Development**

Wright's Law Training, 2014  
Staff Development for Educators, San Marcos, TX, January, 2013  
Texas State Autism Conference, 2009, 2011, 2013  
National Autism Conference, Dallas, TX, June, 2010

**Professional  
Memberships**

Association for Texas Professional Educators (ATPE), 2007-present  
Terrell ISD Excellence Foundation  
Mesquite Education Agency (MEA)

**OtherLife  
Experiences:**

**2019 – present Court Appointed Special Advocate Volunteer, CASA of Trinity Valley**

Gather information from family members, foster parents, teachers, daycare providers, doctors, lawyers, social workers and other relevant persons on a scheduled basis. Have regular visits with child and foster family. Provide written reports to the judge, advocating for the child's needs while in the foster care system. Make scheduled court appearances of representation for the child.

**2002 - 2007 Billing, CPP, Inc**

Retrieve orders, process electronic billing, invoices, packaging. Handle billing, shipping, and customer service. Use of Windows, MS Word, MS Works, Excel, Quick Books, Typing 50 wpm and 10-key.

**1995 - 1998 Call Agent, Kaiser Permanente**

Answered heavy call volume for customer service of scheduling appointments, general information, and directing call to appropriate department.