

Erin M. Broyard-Baptiste

Over twenty years of dedicated and committed service to students, teachers, and families. People centered and responsive leader with excellent communication skills. Thorough understanding and knowledge of the Individuals with Disabilities Education Act (IDEA).

Specializations: School/Department, and Instructional Leadership in Special Education. Exceptional education program direct supervision and management.

- ❖ Strong Leadership/Mentoring Skills
- ❖ Excellent Organization and Communication Skills
- ❖ Department and Program Budget Management
- ❖ Curriculum Planning and Implementation
- ❖ Diverse Community Relations
- ❖ District/State Assessment Coordination, Planning, and Training
- ❖ Creative Problem-Solving Techniques
- ❖ Professional Development Creation and Facilitation

HIGHLIGHTED PROFESSIONAL EXPERIENCE

DEKALB COUNTY SCHOOLS, Atlanta, GA

Sept 2021 - Present

Coordinator III, Exceptional Education

- Direct supervision and evaluation of seven special education coordinator IIs and one administrative assistant
- Supervision of special education general programming for 109 schools in the DeKalb County School District
- Oversight of special education Intellectual Disabilities programming and budget
- Oversight of special education Low Incidence programming and budget
- Oversight of State schools' collaboration- Atlanta Area School for the Deaf and Georgia School for the Blind
- Supervision of the execution of vendor contracts for special education student services
- Develop and facilitate professional development for the DeKalb County School District, the Department of Exceptional Education, and local schools
- Develop and facilitate presentations for district leadership retreats, conferences, and training
- Develop and manage new special education teacher multi-day summer training
- Create and update Exceptional Education Department policies and procedures
- Direct support and collaboration to district regional offices and personnel
- Direct support and collaboration with local school administration
- Attendance and decision-making authority during litigious and contentious Special Education Eligibility and IEP meetings
- Support the management and response to state due process complaints
- Program development and department planning in collaboration with various district departments
- Manage private school equitable services
- Manage Senate Bill 10 parent communication and application approvals
- Support the development of the Department of Exceptional Education's strategic plan
- Support school administration with development of Consolidated School Improvement Plans (CSIP)
- Participate in school administrative learning walks
- Support district Special Olympics participation
- Support multiple district committees

DEKALB COUNTY SCHOOLS, Atlanta, GA

Nov 2018 - Sept 2021

Coordinator II, Exceptional Education

- Direct supervision of Lead Teachers of Special Education, Itinerant Deaf Hard of Hearing Teachers, Itinerant Vision Impairment Teachers, Orthopedic Impairment Teachers, Special Education Nurses, Sign Language Interpreters, Intellectual Disabilities Liaisons, Special Olympics Liaisons, Adapted PE Liaisons, Educational Audiologists, Exceptional Education Administrative Professionals
- Supervision of Intellectual disabilities programming, budget, program caseloads, and monitoring of maximum class sizes
- Supervision of Low Incidence programming and budget
- Communication, planning, and supervision of contracted Special Education Nurses and vendors
- Management of Audiology Department and budget
- Planning, organizing, and presenting Exceptional Education professional development and training for district personnel, administrators, and teachers
- Participate in local and state professional development
- Participate and present at state program consortiums
- Provide support and attend contentious Individualized Education Program (IEP) meetings
- Support department response to Department of Education (DOE) and Office of Civil Rights (OCR) complaints
- Supervision of Extended School Year (ESY) summer programming
- Collaborate with the Office of Accountability to coordinate and present the Georgia Alternate Assessment (GAA) training

DEKALB COUNTY SCHOOLS, Atlanta, GA

Aug 2015 – Aug 2018

Preschool Diagnostics Lead

- Direct supervision and support of Diagnosticians, School Psychologists, Speech Language Pathologists, and department administrative professionals
- Maintenance of budgetary needs for materials and supplies
- Maintenance of district's preschool class rolls
- Processing of district's preschool placement requests
- Knowledge and implementation of state and federal guidelines for Special Education
- Create and maintain Special Education staff schedules
- Supervision of staff's assessment and meeting schedules
- Quality and compliance checks of student record information and IEP packets
- Regular monthly attendance and participation in Preschool Coordinator Consortium meetings
- Coordination of communication between school district and Babies' Can't Wait early intervention program
- Facilitator and presenter at Children's Healthcare of Atlanta parent seminars
- Maintenance of monthly preschool state reporting criteria

DEKALB COUNTY SCHOOLS, Atlanta, GA

Oct 2009 – June 2014

Special Education Lead

- **Instructional Leadership** - Use a balanced blend of motivational and targeted instruction, customized curriculum for students with disabilities
- **School Leadership** – Supervision of teachers and support staff, excellent oral and written communication effective facilitator, depth of knowledge and understanding of resources and programs available to special needs community.
 - Compliance monitoring for special education records
 - Coordinate interactions of support professionals
 - Collect data and chair initial eligibility and comprehensive re-evaluation meetings
 - Knowledge and implementation of state and federal guidelines for Special Education

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- Create and maintain Special Education staff schedules
 - Provide training in various areas of special education as needed to administrators and staff
 - Provide instructional leadership to improve instruction for all students with disabilities
 - Monitor achievement data of SWD and change instructional practices as needed
 - Work with parents and community to ensure the needs of SWD are met

DEKALB COUNTY SCHOOLS, Atlanta, GA

Sep 2005 –Sept 2009

Special Education Teacher

- Instructor of primary special education students in a special education setting
- Developed lesson plans; create and administer tests; and provide students with feedback targeting areas of improvement aligned with individual goals and objectives
- Consulted with general education teachers to provide strategies for inclusion
- Individualized Education Plans for each student on caseload
- Professional development training for staff
- Developed and facilitated tutorial program
- Attendee of Reading Specialist Conference
- Special Education Department Chair
- School Testing Coordinator
- Facilitate Individualized Education Plan meetings with parents, teachers, students and support personnel

ORLEANS PARISH SCHOOLS, New Orleans, La

Aug 2003 –Sept 2005

Special Education Teacher

- Developed daily lesson plans and testing materials
- Individualized Education Plans for each student on caseload
- Implemented various classroom management techniques for maintaining student attention, involvement and discipline.
- Partnered with parents in students' success; provided feedback on students' progress and to discuss areas needing improvement and additional work.
- School Testing Coordinator
- Special Education Department Chair
- District Special Education Communication Liaison

Professional Committees

DeKalb County School District Internal Review Board (IRB)- Dissertation and Research Review Committee
Charter School Renewal Review Committee
Positive Behavior Intervention and Support (PBIS) Committee
District Textbook Adoption Committee
Curriculum and Instruction Instructional Partnership Committee

EDUCATION

Ed.D, Education Leadership, Walden University, Minn., MN- 2012

Ed.S., Educational Leadership, Georgia State University, Atlanta, GA– 2010

M.Ed., Special Education, University of New Orleans, New Orleans, La- 2005

B.A., Business Administration, University of New Orleans, New Orleans, La – 2002

CERTIFICATIONS

Georgia Leadership Certification (L-7)

Georgia Teacher Certification (T-7) in the following areas:

Special Education Adapted Curriculum (P-12)

Special Education Cognitive Level (P-5, 4-8) in Language Arts, Math, Science, Social Studies

Special Education Consultative General Curriculum (P-12)

