

SUSAN ST. JOHN

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LICENSURE

Principal/Assistant Principal, PreK-6 7/06
Teacher of Students with Moderate Disabilities, grades 5-12 5/03

Honors

Phi Kappa Phi Lifetime member of the nation's oldest, largest, and most selective all-discipline honor society 4/06

EDUCATION

Entrepreneurial Training Program, Center for Women and Enterprise 2007
C.A.G.S. Westfield State College, School Principal, G.P.A. 3.973 2006
M.Ed. University of Massachusetts/Amherst, Special Education, G.P.A. 3.958 2002
B.A. Smith College, Major: Psychology, Dean's List, G.P.A. 3.53 1997

EXPERIENCE

Principal Intern, Jackson Street School, Northampton, MA 1/06-6/06

- Coordinated all aspects of MCAS/IOWA testing for the school
- Mediated student conflicts
- Communicated with parents about student concerns
- Worked collaboratively with teachers around instruction and curriculum issues
- Attended school council, PTO, and school committee meetings

Head Teacher, Jackson Street School, Northampton, MA 9/05-6/06

- Supervised lunch, recess, and traffic duty
- Implemented discipline according to the Student Code of Conduct
- Responded to issues that arise in the absence of the Principal

Special Education Teacher, grades 4-5, Jackson Street School, Northampton, MA 9/03-6/06

- Provided direct instruction and inclusion support in math, reading, and writing
- Wrote Individual Education Plans
- Chaired TEAM meetings
- Administered the Woodcock-Johnson-III and Wechsler Individual Achievement Test-II
- Served as "Home-Schooling Liaison" which includes reviewing initial, mid-year, and end of year educational plans for students being home-schooled
- Participated in the Jackson Street School/Coleham Primary School (Shrewsbury, England) Exchange Program, which includes travel to England, research, and on-going exchange of ideas

Residence Director, Boston Ballet, Boston, MA 6-7/01-06

- Trained and supervised nineteen Resident Assistants and two Assistant Residence Directors
- Planned recreational activities for three hundred fifteen dancers ages fourteen to twenty years old
- Served as liaison between Emerson College/Boston University staff and Boston Ballet
- Determined and implement disciplinary action
- Designed and managed budget
- Responded to parent questions and concerns

Tutor, grades 7-9, Hampshire Regional High School, Westhampton, MA 1/03-6/03

- Provided academic assistance in all subject areas to a group of five middle/high school students
- Coordinated with teachers, administrators, and parents regarding curriculum and student progress

- Tutor**, grade 9, Amherst, MA 9/02-6/03
 ●Provided academic assistance in math, science, history, and English to a ninth grade student
- Residence Director**, University of Massachusetts, Amherst, MA 8/01-6/02
 ●Managed two residence halls comprised of 350 undergraduate students
 ●Supervised twelve Resident Assistants, one Assistant Residence Director, and eight office workers
 ●Implemented student disciplinary procedures
 ●Counseled, advised, and referred services to students
 ●Oversaw administrative tasks related to housing assignments, keys, and maintenance
 ●Served on the Resident Assistant Selection Committee
 ●Served in duty rotation for on-campus crisis response
- Practicum/Student Teacher**, grade 8, Frontier Regional School, So. Deerfield, MA 9/01-5/02
 ●Attended Individualized Education Program meetings
 ●Administered the Woodcock-Johnson Psycho-Educational Battery
 ●Taught a pull-out mathematics class
 ●Provided special education services within inclusive math, science, history, and English classes
 ●Worked collaboratively with regular education teachers on intervention programs
 ●Wrote academic and behavioral objectives
- Substitute Teacher**, grade 8, Frontier Regional School, So. Deerfield, MA 1/02-6/02
 ●Substituted for the special education teacher as needed
- Assistant Residence Director**, University of Massachusetts, Amherst, MA 8/00-5/01
 ●Supervised twelve Resident Assistants and eight office workers
 ●Advised House Council
 ●Served on the Assistant Residence Director Search Committee
 ●Oversaw all maintenance and operations concerns
 ●Mediated conflicts between students
 ●Promoted community development through overseeing programming activities
- Pre-Practicum Teacher**, grade 8, Frontier Regional School, So. Deerfield, MA 1-5/01
 ●Supported students with disabilities in inclusive classes
 ●Assisted students with all subject areas in the resource room
 ●Wrote an Individualized Education Program using the Eutactics program
 ●Attended daily team meetings
- Residence Counselor**, grades 9-12, Eagle Hill School, Hardwick, MA 8/98-8/00
 ●Wrote behavioral objectives
 ●Designed and implemented behavior modification plans
 ●Assisted students with homework and study skills
 ●Worked with students on mediation techniques
 ●Coached the girls softball team
 ●Advised the drama club
 ●Chaperoned weekend trips
 ●Completed semester long “Mediation Certification Program”
- Teacher**, grades 7-12, Eagle Hill School, Hardwick, MA 6-8/99
 ●Taught classes in pragmatics and women’s issues
 ●Wrote Individualized Education Plans
 ●Developed curriculum to meet students’ needs
 ●Advised various clubs/activities