

## **Debra Minter**

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### **Employment History**

- Children of The Woodlands Methodist School
  - Adjunct Lecturer Sam Houston State University January 2017-present
  - Curriculum Director January 2017-Present
    - Support mission statement, guiding principles and school philosophy
    - Support developmentally appropriate practices making sure they are understood and followed by staff
    - Review lesson plans and support implementation
    - Perform classroom observations
    - Teacher resource for ideas and activities
    - Parent resource for ideas and activities
    - Help teachers with classroom arrangement
    - Assist teachers when needed
    - Coordinate school wide events
    - Using a continuum, provide support as teachers assess children using developmentally appropriate assessment tools
    - Serve as a certified Gesell Examiner, assessing students as needed
    - Understand and collaborate implementation of DFPS minimum standards and AdvancEd accreditation
    - Collaborate with Executive Director on curriculum development
    - Monitor teacher web pages, including weekly notes and photos
    - Support teachers and parents with RenWeb
    - Coordinate substitutes
    - Implement STEM/STEAM activities, provide support to teachers, and communicate to parents the activities implemented in the classroom
    - Coordinate with Developmental Consultant on classroom activities and accommodations
    - Support parents in developing an awareness of learning in the classroom
  - Director 2013-2016
    - Support mission statement and philosophy of the school, develop and maintain relationships with school families: being a resource for both parents and teachers
    - Administer the day to day operation of the school in keeping with its policies and developmental philosophy

- Collaborate with the TWUMC School Advisory Board and the School Business Office to determine class offerings and to prepare and adopt an annual income and expenses budget
  - Recruit, interview, hire, supervise, train, schedule, evaluate and terminate personnel in the best interest of the school
  - Meet licensing and accreditation requirements for in-service training and professional growth
- Curriculum Coordinator 2011- 2013
  - Responsible for the curriculum development of an early childhood, developmental program. Read lesson plans, classroom observation, in-house training, and performance evaluations
- Fours Lead Teacher, 1996-2004 and 2006-2011
  - Lead teacher for a class of 14 students. Responsible for lesson plans, classroom management, authentic assessments, and parent communication
- Wonders of The Woodlands Science Camp
  - Teacher, 1995-1997
    - Taught children aged 3-4 in an early childhood science program utilizing hands on teaching materials
  - Curriculum synthesis, 1996-1997
    - Developed curriculum for an early childhood science program

## **Education**

- Sam Houston State University, Huntsville, Texas (Class of 2011)
  - M.S. in Education-Curriculum and Instruction
  - Thesis: Self-Regulation in Early Childhood: The Comparison of Teacher Directed Resolutions to Child Directed Resolutions
- Lamar University, Beaumont, Texas (Class of 1984)
  - B.S. in Oceanographic Technology-Marine Biology

## **Presentations**

- Sam Houston Area for the Education of Young Children (SHAEYC)
  - Participated on a panel of early childhood educators to discuss the role of teachers in early childhood, April 2016
- Children of The Woodlands Staff Training
  - Process Art, August 2013
    - Discussed the definition and reasoning for using process art in the early childhood classroom
  - The Value of Informal Assessments and Parent Communication, June 2013
  - Math and Young Children, June 2012
  - Learning with Blocks, May 2012

- Hands on Science, May 2012
  - Math Make and Take, July 2011
  - Literacy Make and Take, June 2011
  - Beautiful Bugs, June 2010
  - Physics in the Early Childhood Classroom, June 2009
- Sam Houston Area for the Education of Young Children (SHAIEYC)
  - Math and the Young Child, April 2011
- Woodlands Early Childhood Advocates Regarding Excellence (WECARE)
  - Small Groups in the Classrooms, August 2010
- Early Childhood Methodist Conference (ECMC)
  - Science: Its more than a magnet and a magnifying glass!, February 2009