

TYSHEKA R. DUFFY, M.A

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Core Knowledge & Skill Areas:

- ♦ Analytical Techniques
- ♦ Evaluating Data
- ♦ College Admissions Process
- ♦ Enforcing policies & procedures
- ♦ Building school culture/climate
- ♦ Solid Planning & Problem Solving
- ♦ Developing Career Academies
- ♦ Manager
- ♦ Team Training
- ♦ Organization
- ♦ Implementing programs

RELEVANT EXPERIENCE

The Village Academy of Washington, DC & PG Campus

Washington, DC

SCHOOL COUNSELOR

2012- Present

Knowledgeable about the principles, practices, and procedures of special education, managed and implemented academic policies & procedures. Introduced college & career curriculum development for students with disabilities; knowledgeable of developing transition plans, ability to deliver as well as articulate oral presentations and written reports; ability to establish and maintain effective relationships with other staff, students, parents and community stakeholders.

Selected Accomplishments:

- ♦ Incorporated organizational academic processes and procedures.
- ♦ Organized reports for local, state, and federal compliance audits.
- ♦ Utilized qualitative and quantitative data for counseling program design and implementation.
- ♦ Supervised and monitored teachers with respect to grading and lesson plans.
- ♦ Increased student and parent awareness of college admissions process and community service opportunities.
- ♦ Develop individualized learning plans for each student in self-contained environment.
- ♦ Implemented and maintained master schedule.
- ♦ Developed and conducted in-service trainings for special/regular education teachers regarding instructional strategies and best practices.
- ♦ Facilitated and organized student orientations, parent workshops and information sessions.
- ♦ Increased college acceptance rate
- ♦ Developed & maintained consistent records of student progression.
- ♦ Responded to complaints from students, parents, or staff and facilitate dispute resolution at the building level.

Integrated Design & Electronics Academy

Washington, DC

DIRECTOR OF GUIDANCE & COUNSELING/SCHOOL COUNSELOR

2008-2012

Active member of school leadership and restructuring team. Dedicated and passionate for increasing awareness of post-secondary opportunities to low income students. Strengthened school climate by incorporating a college-going culture, in addition to career academies.

Selected Accomplishments:

- ♦ Organized alumni and college admissions panel presentations, hosted college visits and college & career fairs.
- ♦ Initiated character education programs and activities
- ♦ Supervised and trained school counselors
- ♦ Chaired academy design team to develop career academies; AOIT, AOE, CISCO & STEM
- ♦ Provided individual and group counseling
- ♦ Prepared and interpreted student test data.
- ♦ Classroom instructor for college research course.
- ♦ Incorporated and delivered college admission workshops for students and parents to assist with the college application process.
- ♦ Increased college acceptance rate by 63%.
- ♦ Responsible for scheduling and maintaining student transcripts.

- ◆ Researched and initiated the structure of career academies and school reform model.
- ◆ Assisted in the development of school recruitment plan to increase student population.
- ◆ Coordinated and monitored statewide and benchmark assessments.
- ◆ Counseled students regarding course & program selection, school adjustment, truancy, study habits, and college & career planning.

City Lights Public Charter School

Washington, DC

DIRECTOR OF STUDENT SUPPORT SERVICES

2005-2008

Provided coordination of the day-to-day operation of the student services department. Made available resource information and referrals to community stakeholders. Promoted and implemented multicultural events which welcomed, celebrated, and supported students with disabilities from low income households.

- ◆ Assisted in the formulation and reviewing of proposed grants.
- ◆ Reviewed admissions applications.
- ◆ Coordinated inter-agency resources to develop sustainable programming.
- ◆ Facilitated the registration process of Mayor's Summer Youth Employment Program.
- ◆ Established/maintained working relationship between Department of Education and Department of Rehabilitation Services.
- ◆ Facilitated the development of systems, policies and procedures to streamline operational functions within school for students with disabilities.
- ◆ Examined and reveiwed psychological evaluations and psycho educational evaluations to determine student placement and students needs.
- ◆ Generated functional behavioral assessments and transition goals.
- ◆ Developed life skills curriculum and initiatives to combat truancy.
- ◆ Implemented new intake policies and procedures.

EDUCATION & CERTIFICATION

TRINITY UNIVERSITY

Masters of Arts, School Counseling

Washington, DC

December 2009

HAMPTON UNIVERSITY

Bachelor of Arts, Psychology

Hampton, VA

May 2004

School Counselor's Certification: District of Columbia Counselor/K-12 Grade Level
 School Counselor's Certification: Maryland State Department of Education: K-12

PROFESSIONAL DEVELOPMENT & TRAINING

Pearson's: Master schedule Building, Nov. 2011

NAF: Structuring and Building Academy of Engineering, Nov. 2011

Building an Effective Advanced Placement Program, Nov. 2011

National Academy Foundation, Developing and Scheduling Academies, July 2011

NAF- Creating and maintaining Small Learning Communities, July 2011
 Advanced Placement: Developing AP Students, July 2011

Tysheka Duffy
School Counselor, Kramer Middle School
Space Camp Essay

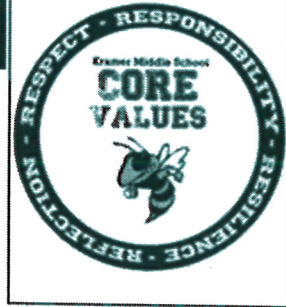
“Why I would like to attend Space Camp”

As children grow they often dream of what they want to be when they grow up. Some dream of becoming doctors, lawyers, teachers, and then you have those students that often dream of blasting off into space. I chose to become a school counselor, to guide my students on that path to greatness. Whether it is to become a heart surgeon or becoming the first person to step onto a different planet; it is my goal to expose students while offering experiences so that they can become successful in and outside of the classroom.

I am thrilled at the opportunity of going to space camp in Alabama. This opportunity will afford me with the opportunity to get a firsthand look at astronauts and simulation. Moreover, I will be able to get a basic understanding of astronaut life style training and will become more equipped to advise and share with my students and teachers about the career field and career opportunities. As a middle school educator, with this experience, I can help young people make informed choices about their future.

As I complete my first year as Kramer Middle School’s school counselor, I have come to observe that our school lacks STEM initiatives and deeply rooted in our mission, it states that we are a STEM school. My goal for the upcoming school year is to ensure that we are abiding by our mission, exposing students to activities and careers in STEM. Because I have very little experience in science and engineering, this opportunity will provide me with knowledge so that I am more capable of exposing and teaching my students and teachers about science and engineering.

I am coming in this experience with an open mind and a passion for learning. With this experience, I aim to guide and expose my students in careers relating to science and engineering. This experience will help me gain knowledge and witness firsthand the qualities of an astronaut all while connecting and networking with other professionals.



June 4, 2015

To Whom It May Concern,

I am honored to write this letter of recommendation for Tysheka Duffy. Ms. Duffy is the school counselor at Kramer Middle School. She has provided the students many opportunities as it relates to STEM. This year she has sponsored two groups in the Patriot Technology Center's Space Competition and Cyber Security Competition where both groups took home prizes. She also took girls from various grades to a technology camp sponsored by Microsoft.

Ms. Duffy has a strong commitment to expanding the STEM opportunities for our students at Kramer Middle School. Going to Space camp will provide her with first-hand experience about the skills required and the knowledge gained from such a rigorous scientific outing. This experience will help better prepare her for future experiences for students and may help her network with others that can provide knowledge of similar events.

Because of her commitment to students and student progress, I highly recommend her to come to space camp.

Thank you,

A handwritten signature in black ink, appearing to be "Partick Eibel", written over a horizontal line.

Partick Eibel
Kramer Middle School
Librarian

June 2, 2015

Dear Space Camp,

I am Pierra Wilson and I am in the 6th grade and Ms. Duffy is my school counselor at Kramer Middle School. She told me she had the opportunity to go space camp and I am so happy if she can attend. Ms. Duffy helps us with our problems. She is a role model to the students and is very good to talk to when we may have a problem or about what we want to be when we grow up. Ms. Duffy has come to our class a lot this school year to talk to us about careers. We are working on our Individual Graduation Portfolio where we have to research different careers.

Ms. Duffy should go to space camp so that she can use the information that she learns and give it to us. I am a student that would like to know more about astronauts and space so whatever Ms. Duffy learns, she can come back to Kramer and tell me about it.

Please let Ms. Duffy go to space camp so that she can help us learn about it as well.

Your Friend,



Pierria Wilson

