

Katherine E. Moynihan
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Certification: NYS Certification in School Counseling, K-12, provisional.
NC Certification in School Counseling, K-12.

Education: **Niagara University**, Niagara Falls, NY
Masters of Science in Education (May 2005)
Concentration: School Counseling

Cazenovia College, Cazenovia, NY
Bachelor of Science in Human Services with a
Specialization in Counseling and Mental Health Services
(May 2003)

Cazenovia College, Cazenovia, NY
Associate of Science in Human Services with a
Specialization in Counseling and Mental Health Services
(May 2001).

Counseling Experience

- 07/07-Present **Dixon Road Elementary School-** Willow Spring, NC
- Counsel children individually and in groups on academic, social, familial, and self-esteem issues.
 - Work to create a comprehensive guidance program in alignment with the North Carolina Standard Course of Study, as well as the American School Counselor Association Guidance Model.
 - Meet with parents regarding student progress.
 - Teach lessons monthly on Character Education in all classrooms.
 - School testing coordinator.
 - Work collaboratively with teachers and administrators to develop comprehensive plans to best serve students.
 - Work to create a supportive and positive environment for students and teachers.
 - Member of the Positive Behavior Support Committee.
 - Responsible for student awards.
- 07/06-07/07 **Washington County Union School-** Roper, NC
- Responsible for all student class scheduling.

- Counsel teens individually and in groups on academic, social, familial, and self-esteem issues.
- Work to create a comprehensive guidance program in line with the North Carolina Standard Course of Study, as well as the American School Counselor Association Guidance Model.
- Enroll all new students and ensure transfer of records of all new enrollees and all students who transfer to another school
- Monitor student absences and tardiness.
- Meet with parents and guardians regarding students.
- Teach lessons on Character Education in classrooms.
- Responsible for approximately 10 students who have 504 plans.
- Test coordinator.
- Work collaboratively with teachers and administrators to develop comprehensive plans to best serve students.
- Work to create a supportive and positive environment for all students and teachers.
- Co-chair of the Positive Behavior Support Committee.
- Member of the School Improvement Committee.
- Member of AVID Committee.
- Attended Gear Up Coordinators' Meeting.
- Attended North Carolina School Counselors Association fall conference.
- Attended SIMS/NC WISE spring conference.

09/04-05/05

Niagara Falls High School- Niagara Falls, NY

- Counseled teens on academic, social, familial, and self-esteem issues.
- Counseled a roster of between 6 and 10 students.
- Monitored attendance of students within supervisor's roster to identify at-risk students.
- Assisted students with college planning, resume building, career searching, and schedule planning.
- Attended professional development workshops.
- Participated in IEP and 504 plan meetings.

Related Experience

08-05-07-06

Residence Director, Alfred State College, NY

- In charge of a residence hall of 375 students.
- Supervised a staff of 18 paraprofessionals.
- Adjudicated all A and B level disciplinary matters for MacKenzie North.
- Planned and conducted weekly staff meetings.

- Oversaw all housing matters in MacKenzie North including room changes and student purchase of singles.
- Assisted in maintaining the residence hall by completing work orders for repairs.
- Responsible for completing a monthly report detailing all activities in the residence hall.
- At least twice per semester served as the on-call contact person for all of campus.
- Responded to emergency situations.
- Served as the staff advisor to Rainbow Union.
- Maintained the MacKenzie North Social fee and disbursed funds as needed.
- Responsible for monitoring and helping staff plan programs for the building.
- Member of the Professional Development Committee.
- Member of the 'Ism Team, whose focus is to teach students and paraprofessional staff about issues related to sexism, racism, heterosexism, ageism, etc.

08/03-08/05

Graduate Residence Director, Niagara University, NY

- In charge of a residence hall of between 200-400 residents, and a staff of between 8-15 resident advisors.
- Worked as a part of a team of Graduate Resident Directors and Resident Coordinators to train over 50 Resident Assistants.
- Responsible for all judicial matters in Clet or Seton Hall.
- Planned and conducted weekly staff meetings, and monthly staff outings.
- Responsible for proper and timely completion of all housing and student affairs paperwork.
- Responsible for being 'on call' for at least one weekend per month.
- Responsible for completing the monthly staff schedule for Clet Hall.
- In charge of keeping accurate records of all programs completed by Resident Advisors.
- Responsible for creating and maintaining the Graduate Resident Director 'on call' schedule.

Computer Skills: SIMS, Microsoft Word, Microsoft PowerPoint, Microsoft FrontPage, BANNER, and the Internet (IE and FireFox).

Professional Organizations: North Carolina School Counselors Association, American School Counselors Association.