

# *Monique Hodison-Stokes*

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## **SUMMARY**

Dedicated and resourceful manager and educator with accomplished curriculum and implementation ability. Seeking a position with a growing organization, that will allow me to utilize my diverse background in management, coaching and community service to aid in the growth of the organization.

## **EDUCATION**

Trevecca University – M.A. in Education  
Aquinas College – B.S. in Business Administration  
Nashville State College – A.A.S. in Business Management

## **CERTIFICATIONS**

- COMP Training for Classroom Management
- CPR/First Aid Certified
- CPR/First Aid Certified Trainer
- TECTA Certificate
- High Scope Curriculum
- Frog Street Curriculum ( Infant, Toddler, 3's and Pre-School)
- DLM Curriculum
- Creative Curriculum
- Conscious Discipline Curriculum
- Behavior Coach ( Pyramid Model)
- TPOT ( Teaching Pyramid Model)
- ELLCO ( Early Language and literacy Classroom Observations)
- PALS Assessment
- GRTR ( Get Ready to Read) Assessment
- HELP ( Hawaii Early Learning Profile)
- 3 Star Assessment ( ITERS, ECERS, SACERS)
- CTI (Critical Time Intervention )
- Department of Children Services PATH ( Parents as Tender Healers) Trainer
- Department of Children Services Home Study Writer
- Certified Trainer : Impact of Trauma, Parenting the Sexually Abused, Family Role Conflicts, Effective Discipline, Cultural Awareness, Fostering Positive Behavior

## **EXPERIENCE**

### **Lead Teacher / Supervisor**

#### ***St. Luke's Child Development Center – 1994 - 1999***

- Overseen the day to day operation of the 2 year old Center, Pre K & School Age Classes
- Managed and Trained 6 teachers (students and volunteers)
- Assisted Teachers with creating interactive age appropriate lesson plans
- Ensured that children and staff were actively engaged in a safe, stimulating and organized environment for learning
- Partner with parents to support, guide and share in their child's growth and development
- Maintained confidentiality of the families served.
- Completed weekly staff meetings
- Assisted with assessments of children
- Complied with DHS regulations

## **Direct Support**

### ***Middle Tennessee Supportive Living – 2004 - 2011***

Daily care for clients who had autism, sexually abused and mentally / physically challenged.

## **Life Skills Trainer**

### ***The Next Door / Freedom Recovery Center – 2011 - 2012***

- Planned and facilitated weekly classes to include: career choices, time and stress management, money management, budgeting, job search, parenting skills, dressing for success, health and wellness, communication and problem solving skills.
- Coordinated volunteer opportunities within the community for residence to be able to give back and broaden their network opportunities with those outside the FRC community.

## **Youth Program Assistant (Responsible for girls ages 8-12)**

### ***Zeta Phi Beta Sorority Inc. – 2011 - 2014***

Organized and provided hands on opportunities for young ladies to build self confidence, and give back to their community.

## **Facilitator**

### ***Boys and Girls Club – 2011 - 2014***

Mentoring program "SMART GIRLS" – Smart-Girl is a prevention and enrichment program designed to engage girls in activities that develop their social-emotional skills. Smart-Girl gives girls the chance to think about and discuss the challenges they encounter and to formulate and practice appropriate and productive responses. Through this process, Smart-Girl nurtures girls' social-emotional intelligence and critical thinking skills – qualities proven to lead to success in life.

## **Associate Director**

### ***Schrader Lane Child Development Center – 2013 to Present***

Assist the Director and teachers as needed with curriculum and event planning as well as help manage the Parent Advisory Committee.

## **Foster Parent Trainer (Contract)**

### ***Tennessee Department of Children Services – 2013 - Present***

- Prepare assessments for the Department of Children's Services on applicants who desire to become Resource Parents which highlight strengths, needs or concerns.
- Teach Foster Parenting Courses and Post Approval Classes for Potential and Existing Foster Parents for the state of Tennessee.

## **RTS Instructional Coach**

### ***Grace M Eaton / United Way – 2016 to Present***

- Ensure that all classrooms follow the DLM/FS implementation daily
- Operate the Program within Budget
- Purchase classroom equipment and supplies
- Ensure that Computers and Listening Centers are operational in the classrooms.
- Parent Engagement / Literacy Workshops conducted monthly
- Lending Library set up, organized and utilized weekly.
- Conduct GRTR, PALS & ELLCO Assessments
- Writing Centers in all classrooms are fully equipped as defined by ELLCO
- Conduct Parent Teacher Conferences
- Monthly useful article and/or inspirations provided to all teachers and staff to increase moral and team building

- Monthly newsletter with successes and a look ahead provided to all teachers and staff
- Ensured the center and teachers were prepared for Tennessee's Star Quality Assessment (ITERS, ECERS and SACERS)
- Strength based Instructional and Behavior Coaching provided weekly to all classrooms and includes action plans and follow through to focus on needs for growth
- Implemented and maintain the bulletin boards throughout the center to help promote and increase family engagement and staff team building
- Complete Teacher Yearly Progress and Achievement needs and goals
- Complete Teacher Coaching Guides