

HEATHER MACHANOFF

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PROFESSIONAL SUMMARY Through strong collaboration and communications, I am a strong advocate for students. I have extensive experience working with students individually and in classroom settings, utilizing a student-centered approach. I seek to engage students by creating a strong student-counselor rapport as we work to develop personal/social skills and become college and career ready. I currently hold New Hampshire School Counselor Certification and New York provisional certification with permanent certification expected in August 2019.

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- SKILLS**
- Coordination and implementation of K-12 Mental Health and Wellness Programming and Events
 - Connect Suicide Prevention Trainer
 - Signs of Suicide Curriculum Trainer
 - Naviance WorkspaceK12 Career and College Search and Application platform
 - Significant experience with PowerSchool SIS including: Master Schedule building, general maintenance, PowerTeacher gradebook management & training
 - Versatile in my use of Publisher, Word and Excel to support ongoing dissemination of information via newsletters, flyers, Program of Studies and more

EXPERIENCE OYSTER RIVER HIGH SCHOOL

K-12 Counseling Director, July 2008 to Present

- Implemented a Comprehensive School Counseling Program incorporating Academic, Social/Emotional, and Career domains.
- Establishment of Extended Learning Opportunity position and program
- Assisted with the implementation of Competency-based curriculum development
- Member of the NEASC accreditation steering committee
- Member of the MTSS (Multi-tiered Systems of Support) team designed to provide individualized plans of support for struggling students as well as tiered support systems for all students
- Extensive classroom experience with counseling curriculum including career exploration, wellness, and personality topics
- Implemented solution-focused planning for students coping with anxiety and depression
- Create/Maintain the Program of Studies
- Coordinate graduation, senior awards night and awards day program
- Coordinate, create, and maintain the master schedule for 800+ student body
- Spearheaded the implementation of the PowerSchool SIS at the building level, training faculty and staff

- Developed Pathways to Success for Oyster River High School
- Lead member of the Crisis team to address school wide incidents
- Liaison between school and community providing timely information
- Testing coordinator for PSAT, NAEP and NECAP programs
- Oversight of case managers for students with 504 plans
- Active member of the IEP team providing academic and transitional planning services

SALEM HIGH SCHOOL

School Counselor, August 2002 to June 2008

- Served average caseload of 330 students
- Managed approximately 30 student 504 plans
- Aided students in career exploration and the college search and selection process via individual meetings and classroom curriculum
- Served as PSAT and SAT Coordinator; test site accommodated approximately 400 students each test date
- Implemented the use of Naviance WorkspaceK12 to facilitate electronic submission of college application materials
- Assisted with implementation of the AP Examination program

SALEM HIGH SCHOOL—SCHOOL OF CONTINUING EDUCATION

School Counselor & Adventure Based Education Instructor, August 2003 to June 2006

- Provided academic counseling for at-risk student population in the evening program
- Assisted with the Developmentally Delayed Evening program
- Lead teacher for credit-bearing Adventure Education course

EDUCATION

Master of Education, December 2009
 Plymouth State University
 Program of Study: Adventure Education

Master of Education, August 2002
 University of New Hampshire
 Program of Study: Counseling

Bachelor of Arts, August 2001
 State University of New York
 College at Fredonia
 Program of Study: Psychology

LEADERSHIP

- Participant on the Leadership team at both the building and district level
- Champion the School Counseling program within the district
- Responsible for planning professional development, complying with the evaluation process according to contract requirements, as well as conflict resolution.
- NHASCD (NH Association of School Counseling Directors) Board of Director’s in capacity of Vice-President
- Frequent school board and community wide presentations
- Organized the development of Pathways of Success tool for Oyster River High School