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| **Andrea Bolton** |

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 |
|  | Education |

## Master of Arts, Major: Counseling & Human Services | University of Colorado, Colorado Springs

### June 2006 – May 2008

Graduated *Summa Cum Laude*

## Bachelor of Arts, Major: Psychology | Fort Lewis College

### September 2002 – december 2005

Graduated *Magna Cum Laude*

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|  | Certificiations |

National Counselor Certification from *NBCC, National Board of Certified Counselors*

LPC (Licensed Professional Counselor) Certification

Career & Technical Education (CTE) Specialist Certification

CTE Director Credential

Candidate for Type D Credential

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|  | Experience |

## CTE Director/Assistant Director of Career & College Readiness | Mesa County Valley SD 51

### july 2018 – present

* Career & Technical Education (CTE) Director – supports and supervises district CTE programs, staff, and funding, creates opportunities for articulation agreements and post-secondary credit, manages Perkins Grant and district Five-Year Plan, oversees data reporting and compliance, leads professional development, and works with curriculum office to manage new course development and crosswalk process for CTE courses to earn academic credit.
* Coordinates development and expansion of Work-Based Learning (WBL) opportunities such as apprenticeships, internships, job shadows, guest speakers, community mentors, career visits, etc.
* Creates new and maintains effective partnerships between the district, governmental agencies, local businesses, industries, non-profits, and foundations to support programming associated with CCR, and to strengthen relationships in the community.
* Builds and maintains post-secondary partnerships to support the district’s college readiness programs and increase concurrent enrollment opportunities for all learners.
* Through review of data, collaboratively monitors and evaluates all school and district-level CCR/CTE programs and activities for effectiveness and efficiency, ensuring that every student is engaged in opportunities related to career and college exploration and planning, and supporting schools to ensure that every student, grades 6-12, has a fully developed and meaningful Individual Career & Academic Plan (ICAP). In collaboration with our School Counseling Coordinator, currently overseeing a K-5 ICAP Counseling Team that is working on creating early career awareness curriculum.
* Partners with Colorado Mesa University in the support and supervision of the Career & College Advisors positioned in each high school - creation of job descriptions, on-going evaluations, data collection, monitoring programming, coordinating collaboration with counselors and other community partners.

## Career & Technical Education (CTE) Coordinator | Mesa County Valley SD 51

### July 2017 – JUly 2018

* Provided support and supervision of CTE programs and staff in D51 schools.
* Developed partnerships with higher education to increase articulation agreements district-wide.
* As part of CTE team, helped teachers with grant requests, wrote Perkins Grant and Five-Year Plan.
* Created district-wide opportunities and policies for Work-based Learning, creating work group to expand efforts and increase student participation.
* Monitored and aided in data reporting such as VE 130, 135, and 135 follow-ups.
* Monitored and supported staff in meeting CTE program assurances.
* Lead CTE program development and growth through education and advocacy, building relationships with district staff, community partners, and higher education.
* Created professional learning opportunities for staff.
* Created opportunities for CTE coursework to be eligible for high school graduation requirements by infusing core standards into the classroom.
* Partnered with industry and local businesses to help our programs match the current economic needs and prepare students to enter the workforce or college upon graduation.
* Trained CMU Career & College Readiness staff on district systems, initiatives, and counseling programs. Continues to team with this group to implement programming.
* Worked with Curriculum Office, Content Specialists, Director of Professional Learning, School Counselors, Administrators, and Computer Science teachers to develop a K-12 Computer Science curriculum. This includes expanding technology options at the high school and monitoring work of middle school computers teachers as they develop their new curriculum.

## Youth Apprenticeship Program Coordinator | Mesa County Valley SD 51

### january 2017 – JULY 2018

* Training program designer/coordinator for local high school representatives on apprenticeships, recruitment, scheduling, & monitoring of outcomes.
* Lead program development, marketing, recruitment, & communications.
* Wrote and reported Career Wise grant and MOU’s for participation in program.
* Developed stipends for counselor recruitment time.
* Aided in creating community partnerships and sharing programming information.
* Created events for awareness and recruitment.

## ICAP Facilitator | Colorado Department of Education & Colorado Community College System

### january 2015 – present

* Ongoing work with CDE (department of Post-Secondary Readiness) and CCCS to develop and revise ICAP guidelines and expectations for school districts.
* Presenter in state and national conferences: CSCA, ASCA, and NAPE
* Partners with CCCS on regional CTE workshops on ICAP, Meaningful Career Conversations (MCC’s), and collaborating with school counselors.
* Trainer for regional teams such as the Carbondale Counseling Team.
* Consultant with Olathe High School, Carbondale High School, Delta High School, Rifle High School, and Coal Ridge High School.

## School Counselor | Palisade High School, Mesa County Valley SD 51

### July 2014 – july 2017

* Individual, group, and classroom guidance on academics, careers, and personal/social issues.
* ICAP lead - coordinated classroom guidance and related activities.
* Built a Peer Counseling Program to increase student access and support. Created Clothing Closet.
* Chosen to represent counseling office on MYP Steering Committee as we implemented systematic change - professional development for staff, creating common language and shared vision, developing communication tools, researching and creating a new bell schedule and intervention strategies, and reporting to and eliciting feedback from stakeholders.
* School Teams: MTSS, MYP Steering Committee, IB Leadership Team

## School Counselor | Fruita Monument High School, Mesa County Valley SD 51

### july 2008 – july 2014

* Department Chair – Tracked department budget, attended ILT meetings, helped teachers market programs, built master schedule, created yearly timeline for counseling activities for communication and planning.
* Individual, group, and classroom guidance with students on academics, careers, and personal/social issues
* School Teams: FLEX, Counseling Representative for SPED team, Positive Behavior Support Team, Peer Counseling Advisor

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|  | District 51 Leadership activities |

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| **Post-secondary Workforce Readiness Team** – Joined team to communicate importance of ICAP and career literacy as part of post-secondary workforce readiness. Assisted in creating new graduation guidelines policy for school district. Implemented new graduation requirement of ICAP electives. Helped create process for counselors to monitor this new requirement and use it to create meaningful career conversations. Brought in CDE support to facilitate conversations and planning.**ICAP Team** – Member since time of creation and leader for five years. Worked with counselors and admin to develop district-wide curriculum. Partnered with curriculum office for guaranteed time in pacing guide to deliver these lessons. We have ongoing assessment of effectiveness. Teamed with middle school counselors to bring ICAP to 8th grade students. Working on 6th & 7th grade ICAP curriculum this year. Partnered with School Counseling Coordinator to build an elementary ICAP team which will create and provide career guidance lessons to grades K – 5th. Trained new district counselors, CMU reps, and middle school counselors in Naviance. Currently working on systematic approach for accountability and expansion. **KPP Advisory Board** – In collaboration with lead KPP teacher - helped to create team at Fruita Monument High School to monitor student’s progress and help with portfolio improvement before presentations. Created requirements for career portion of portfolio to help students become more self-aware of talents and skills, as well as to practice and prepare for entering the workforce.**Crosswalk Team** – Works with CTE Team and content specialists to develop and strengthen crosswalk tool. Created workshop opportunity at Career Center to review new science standards and embed them in curriculum. Partners with district and Western Colorado Community College CTE teachers to crosswalk other graduation requirements: math, language arts, art, personal finance, computer literacy, etc.**Counselor Collaboration Team** – Worked with counselors to create standardized course names, numbers, and policies regarding current work-based learning opportunities. Communicated new middle school computers curriculum and determined impacts to high school schedules. Created list of new courses that meet Computer Literacy requirement. Created new Computer Literacy course description for “green book.” Continue to consult with regarding CTE programming, Concurrent rules and updates, weighted grades for courses, etc.**Career Link (Emerging Workforce)** – Works with local businesses, Chamber of Commerce, Mesa County Workforce Center, Colorado Mesa University, and District 51 representatives to discuss, grow, and support career-readiness initiatives. As a small spinoff of this committee, our Youth Collaboration Team just finished our work on developing a career exploration website for our community’s youth: [www.findyourfuture.us](http://www.findyourfuture.us). **Computer Science (CS) Curriculum Steering Committee & Curriculum Team** – Researching K-12 curriculum models, working with middle schools to offer curriculum to better prepare students for when they get to high school, wrote and received multiple grants for professional learning, sub days, and equipment for our teachers. Currently working with K-12 CS teachers to develop a vertically aligned curriculum that embeds national standards. |

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|  | State & National Conference presentations |

* NAPE/CCR Symposium 2015 – Equity and Access in Career Literacy
* CSCA 2015, 2016, 2017 – Meaningful Career Conversations
* CSCA 2016 & 2017 – Youth Apprenticeship Programs
* CSCA 2017 – Frames of Leadership with Colleen Stabolepszy
* ASCA 2017 – ICAP Facilitators and Youth Apprenticeship Programs