

MARY JONES

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EDUCATION

Northern Arizona University, Flagstaff, AZ
M.A. English as a Second Language 1995
• Graduated *with Distinction*

University of Northern Colorado, Greeley, CO
B.A. in English Education 1985
Minors: Spanish, Mass Communication

SPECIALIZED TRAINING

Phoenix Desert Institute June – 2012
30 Hours Advanced Placement English Language Training

Arizona Department of Education
Academic Standards
13 hours English Language Arts Standards February – 2012

Arizona Department of Education SEI Workshops/ Training Institutes 2005-2009
Arizona Department of Education Arizona State Board of Education
Certified SEI Independent Trainer for both the
45 hour Completion for Full SEI Endorsement and
45 hour Augmented Provisional Endorsement

Northern Arizona Writing Project Summer Institute June – 1990
Collaboration with fellow teachers and to study current theory and research
in the teaching of writing, to share their successful classroom practices.

TEACHING EXPERIENCE

Teacher- Dual Enrollment College Composition 101 2011-2014
Dual enrollment for Coconino Community College ENG 101
Area High School, City, AZ

- Initiated and formulated academic dual enrollment English at Area High School, ensuring class content closely mirrors community college ENG 101. Successfully instructed dual enrollment students in skills necessary for passing placement testing on the required Accuplacer exam in reading and sentence skills. Over 75% of students enrolled in the course passed and gained Coconino Community College credit each year.

Teacher- High School English (Junior and Senior English) 1986-1991 1991- 2014
Earlier teaching assignments included Freshman and Sophomore English.
Area High School, City, AZ

- Focused teaching of all Junior and Senior English classes on common core standards emphasizing close reading and detailed critical study of text to support analytical interpretation. Instructed

students to focus their analysis and argumentative writing on topics and texts which transfer to other contents, issues and subjects.

- Integrated reading and critical thinking with extensive writing practice. Emphasized applications of writing to communicate in multiple formats for a variety of audiences and purposes. Instruction in documented research utilizing reliable sources.
- Reviewed and reinforced basic reading and writing skills needed for college.
- Worked with a diverse population of students, who have a wide range of goals and career plans, encouraging them to further develop their English Language Arts skills in order to enable and expand their future abilities to enter formal education at a later date.

RELEVANT EXTRACURRICULAR ACTIVITIES

Area School District English Department Chair 2012-2014
Directed textbook adoption and supervised adherence to curriculum and standards for grades 6-12

National Honor Society Sponsor 2001-2014
Directed student projects for community service and specialized school events such as Leadership/ Character Counts Weeks and Veteran's Day School Assemblies. Monitored student adherence to National Honor Society guidelines and behaviors.

LANGUAGES

Spanish- speak, read and write with basic competence

MEMBERSHIPS

Arizona Education Association
National Education Association
National Council of Teachers of English

PROFESSIONAL REFERENCES (LISTED FOUR)

Name
Position
Address
City, STATE Zip
Phone number(s)
email@school.edu