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# STEPHANIE LEISTON

53 Westminster Avenue ♦ Bristol, CT 06010

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## SUMMARY

- Highly dedicated Spanish instructor who thrives on introducing and establishing original interactive programs effectively facilitating and continuously improving the quality of the language learning process
- Passionate educator who has been recognized by school administrators, parents and students for going above and beyond the “call of duty” making a difference in children’s lives
- Seasoned professional with over ten years of experience teaching students from kindergarten through high school
- Resourceful project manager successfully balancing up to nine distinct curriculums daily and efficiently organizing annual student events and field trips

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## EXPERIENCE

### **SPANISH TEACHER, Westfield Academy, Westfield, MA, 2004 – Present**

- Direct school-wide Spanish language program teaching two-thirds of the entire student body in nine separate classes daily ranging from kindergarten to eighth grade at private school for the “bright, curious, and gifted”
- Deliver exceptional language instruction resulting in nearly 80% of eighth grade graduates placing in third year high school honors Spanish or higher and consistently achieving top class averages
- Provide one-on-one tutoring after school quickly bringing children with no prior Spanish language education up to class level proficiency
- Complete computer-based student report card process by writing thorough individualized narratives for up to 68 Spanish students three times annually regarding specific performance points and goals
- Dedicated countless hours of personal time designing Spanish language curriculum from the ground up for all grade levels – regularly update and refine program ensuring continuous improvement
- Developed all prep work for writing-focused Spanish curriculum complementing oral focus for grades K – 8 and introduced Holt Rinehart Winston high school textbook series specifically for middle school grades 5 – 8
  - Created visual aids, board games, flashcards, and all course materials for grades K – 4
  - Initiated written mechanics, grammar, and dedicated reading and writing program for grades 5 – 8
  - Personally commended by head of school for creating and implementing new curriculum
- Managed Spanish culture projects as part of annual school-wide week long enrichment series promoting hands-on learning thoroughly designing and preparing two different programs presented by students in a final public exposition
- Introduced concept of student-directed enrichment projects effectively developing leadership and project management skills – successfully resulted in implementation of student-led project opportunities for grades 5 – 8 in all subject areas
- Wrote comprehensive accreditation guidelines including framework of operations, mission, philosophy, and departmental goals achieving re-accreditation by Association of Independent Schools in New England (AISNE)
  - Regularly review and update guidelines and prepare preliminary documentation for next re-accreditation in 2015
- Authored nine-page Spanish language section for school curriculum guide used by prospective students and parents providing detailed program descriptions and objectives for each specific grade, K – 8
- Planned first-ever Spanish program field trip maintaining student exposure to external cultural experiences by coordinating up to two trips annually to Hispanic Flamenco Ballet Company performances
- Organized Spanish department’s all-student play for Cinco de Mayo featuring readings, poetry, and class-made costumes – actively coordinate annual Mexican heritage celebration for grades 1 – 4
- Implemented school’s first pen pal program partnering with English teacher at middle school in Spain

### **PRIVATE SPANISH TUTOR, Plymouth, CT, 2010 – Present**

- Work one-on-one with elementary school students teaching basic Spanish language skills

**SUBSTITUTE TEACHER, Wolcott School District, Wolcott, CT, 2003 – 2004**

- Instructed students from kindergarten through high school in all subject areas at four different schools quickly establishing a solid professional reputation within the school district for dedication to quality teaching

**EDUCATION INSTRUCTOR, St. Ann's Church, Bristol, CT, 1989 – 1997**

- Taught up to 25 students ages 5 to 13 annually covering a variety of religious and secular topics

**PRIVATE TUTOR, Bristol, CT, 1994 – 1997**

- Instructed elementary school students one-on-one in subjects including Spanish, math, English, reading and social studies and reviewed soft skills such as effective test preparation and proper study habits

**EDUCATION/CERTIFICATIONS/TRAINING**

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**BENTLEY UNIVERSITY – Waltham, MA**

- Bachelor of Arts in Spanish; Secondary Education Minor
- Cum Laude Graduate

**MASSACHUSETTS PROFESSIONAL TEACHER CERTIFICATION**

- Field of Certification Secondary Spanish; Level of Field 7 – 12

**RENZULLI LEARNING SYSTEM (RLS) WORKSHOPS, University of Connecticut, 2010 – Present**

**AFFILIATIONS**

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- Member, Massachusetts Foreign Language Association (MAFLA), 2004 – Present
- Foreign Language Teachers of Western Massachusetts Collaborative, 2004 – Present