

Heather E. Douglas

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TARGETED EXPERIENCE for the High School Advisory Teacher Position:

Experienced, Oregon Licensed High School Teacher | 11 years of classroom teaching experience

- Master of Arts in Teaching from Pacific University in Forest Grove, Oregon and a B.A. from OSU
- TSPC current Professional Teaching License # 132136 ELA/ESOL K-12
- Teaching experience in Oregon, Washington and Internationally
- Vast experience with culturally and linguistically diverse students
- Taught high school ELA, ESOL, Spanish & Senior Transition (Seniors transitioning to college or trades)
- On the college side, I supported incoming high schoolers transitioning from high school to community college through my work as a project coordinator at Clatsop Community College

Experienced Curriculum Designer & Teacher Mentor | Currently pursuing Instructional Design Certificate

- As Education Program Manager at Consejo Hispano, I served as the Curriculum and Academic Manager designing culturally specific curriculum, handbooks and policies for their programs
- At Knappa SD, I was selected by my building administrator to train and serve as a Mentor Teacher for 3 years through a training program offered with ODE
- Served as a clinical and field supervisor with WGU and ESD-112

OVERALL EXPERIENCE

Education Program Manager | Consejo Hispano, Astoria, Oregon

2024 - 2025

- Piloted two educational programs for low income Latinx youth
- Recruiting, Interviewing, Training and Managing a Team of 16
- Created and delivered professional development to team members and mentored growth
- Creating culturally relevant curriculum and activities
- Aligning program to grant pillars, generating grant reporting and narratives
- Served as a liaison with county wide school district leadership and 11 community partners
- Created handbooks for parents and staff including policies and procedures
- Collected post program data: empathy interviews, story circles and community surveys
- Communicated and collaborated with stakeholders to deliver results on data collection
- Facilitated all aspects of event planning for community and family nights and tabling at events

Project Coordinator | Clatsop Community College (CCC)

2021 - 2024

- Provided supports for incoming high school students to CCC across the county high schools
- Created and delivered professional development to faculty and staff
- Created community wide high school curriculum and led a countywide team of teachers
- Facilitated statewide partnerships as a representative for CCC
- Managed budgeting and reporting for the Meyer Memorial Trust grant I worked under
- Tabled at events and organized events across campus and within the community
- Partnered with NWRESA's Diverse Educator Pathways for "Grow Your Own Grant"
- Co-led team to formalize new course through Instructional Council: Multicultural Education

- Created curriculum, co-instructed course on LMS “Foundations of Education” for adult learners

Licensed Teacher | Oregon, Washington and Gwangyang (South Korea)
Knappa High, Knappa Middle, Ilwaco High Schools

2010 - 2021

Classes Taught over the years:

- OREGON: Taught high school general ELA, Senior Transition, AP English, Honors English, ELD, Ukulele Club, Music Appreciation Elective, Spanish 1 and 2, and advised Leadership, NHS and Yearbook
 - WASHINGTON: General ELA, club advisor and co-teacher with SPED Department
 - SOUTH KOREA: EFL, Debate Club, English Conversation, and Summer Camps
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SPECIAL EXPERIENCE

- Experiencing generating reports, managing grants and delivering public reports at Board meetings
 - Completed Cultural Competency Certificate through Chemeketa Community College
 - National Equity Alliance for Partnerships in Equity Trained
 - AP College Board Trained to teach AP English
 - Oregon K-12 ESOL Endorsement
 - AVID trained (attended Seattle and Denver Institute)
 - Completed Spanish Language certificates through Study Abroad in Quito, Ecuador and Guatemala
 - Multi year writing workshop presenter at Oregon Writing Festival at Portland State University
 - Currently pursuing an Instructional Design Certificate through OSU online
 - Freelance Published Writer (Journalistic & Creative Writing): *Oregon English Journal, Our Coast Magazine, Coast Weekend, The Astorian, Oregon Humanities* + others
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SPECIAL SKILLS

Highly skilled in various forms of educational technology and writing

Microsoft Office	Google Docs	Web Development	Canva
Microsoft Teams	Google Sheets	Videos and brochures	LMS
Social Media	Sharepoint	Grant Reporting	Writing

PROFESSIONAL REFERENCES

Attached in separate document