

# Shannan Beck

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## EDUCATION / CERTIFICATION

### **University of Delaware, Newark, DE**

*Bachelor of Arts, Psychology/Education, May 1991*

### **Wilmington University, Wilmington, DE**

*Master of Education, Secondary School Counseling, June 1997*

### **State of Delaware, Continuing License**

*Certification areas: Secondary School Counseling, Secondary Social Studies*

## WORK EXPERIENCE

### **DELCASTLE TECHNICAL HIGH SCHOOL, Wilmington, DE**

#### **High School Counselor, Aug 2021-present**

- Full-time school counselor grades 9-12
- Review transcripts to evaluate progress toward graduation requirements
- Assist students with course selection, ensure all caseload students receive an appropriate schedule.
- Assist students and parents with applications for financial aid (FAFSA) and scholarships.
- Assist students and parents through the postsecondary planning process.
- Monitor students' academic performance, behavior, and attendance, and facilitate appropriate interventions.
- Lead College Application Week planning team
- McKinney-Vento Liaison

### **ODYSSEY CHARTER SCHOOL, Wilmington, DE**

#### **High School Counselor, Aug 2020- July 2021**

- Full-time school counselor grades 9-12
- Review credits, assist students with course selection, lead master schedule team, ensure all students receive an appropriate schedule.
- AP Coordinator, College Board School Day Testing Coordinator, SSD Coordinator
- Dual Enrollment Coordinator
- Conduct targeted group and individual counseling.
- Assist students and parents with applications for financial aid (FAFSA) and scholarships.
- Assist students and parents through the postsecondary planning process.
- Monitor students' academic performance, behavior, and attendance, and facilitate appropriate interventions.
- Attend and participate in administrative team meetings, actively participate as a member of the Child Study Team, Perkins Advisory Committee, and Safety and Security team.
- Prepare presentations for, and lead, Senior Parent Night, Financial Aid Night, Junior Parent Night, and Freshman Orientation.

### **ST. ELIZABETH HIGH SCHOOL, Wilmington, DE**

#### **K-12 Director of School Counseling Services, Aug 2017 – July 2020**

- Responsible for overseeing the activities of the school counseling department, grades K-12, including supervising two school counselors and an administrative assistant.
- AP Coordinator, College Board Testing Coordinator, SSD Coordinator, NCAA coordinator

- Responsible for maintaining/updating the School Counseling resource board in OnCampus, preparing a variety of reports for administration, compiling, and publishing the school profile annually for colleges and prospective students.
- Attend and participate in administrative leadership team meetings.
- Prepare presentations for, and lead, Senior Parent Night, Financial Aid Night, and Junior Parent Night
- Assist students and parents through the college application, financial aid, and admissions process.
- Develop and teach school counseling core curriculum lessons for grades 9-12
- Plan and facilitate bi-annual Career Day event for grades 10 and 11.
- Meet with all students individually at least once per school year for the purpose of course selection, academic and college/career planning, meet with students as needed for social/emotional counseling, handle student crisis situations as they arise.
- Monitor students' academic performance, behavior, and attendance, and facilitate appropriate interventions.

**DELAWARE ACADEMY OF PUBLIC SAFETY AND SECURITY, New Castle, DE  
School Counselor, July 2016 – July 2017**

- Full-time school counselor grades 9-12
- 504 coordinator, scheduled eligibility, and review meetings, completed all required paperwork and communication as related to individual 504 accommodation plans, assisted teachers with implementing required accommodations.
- PSAT and SAT School Day Testing Co-coordinator, SSD Co-coordinator
- Reviewed credits, assisted students with course selection, led master schedule team, ensured all students received an appropriate schedule.
- Responsible for all Student Success Plan completions via Career Cruising
- Monitored student academic performance, behavior, and attendance, and facilitated appropriate interventions.
- Assisted all students, individually and in groups, with developing academic, career and social/personal skills, goals, and plans.
- Assisted teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Maintained and communicated college information and resources to students and parents, support students and parents in the college planning and application process.
- Reviewed transcripts to evaluate progress toward graduation requirements, completed initial set-up and implemented the use of Parchment for transcript requests.
- Assisted students and parents with applications for financial aid and scholarships.
- Early intervention planning for students who were academically at risk.
- Consulted and collaborated effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Participated in professional development activities to improve knowledge and skills.
- Planned and executed all aspects of the annual graduation ceremony.
- Responsible for maintaining the School Counseling page on the website.

**BUNKER HILL ELEMENTARY SCHOOL, Middletown, DE  
School Counselor Long-term Substitute, Mar 2016 – May 2016**

- Full-time school counselor grades 1-5
- 504 coordinator, scheduled eligibility and review meetings, completed all required paperwork and communication as it related to individual 504 accommodation plans.
- PBS committee, coordinate PBS rewards, maintain records of PBS student achievement
- Creative Mentoring program coordinator
- Planned and facilitated small group counseling, individual counseling, and planned and delivered classroom guidance lessons for grades 1-5.
- Participated as a member of the Instructional Support Team
- Communicated effectively with families via phone, email and conferences

- Built positive rapport and collaborated with staff to deliver appropriate and effective services to students
- Maintained accurate records, participated in professional development opportunities, completed online training courses
- Assisted with administration of state standardized testing

**NEWARK CHARTER SCHOOL, Newark, DE**

**Substitute Teacher, Sep 2013 – Mar 2016**

- Fulfilled short-term substitute assignments across all subject areas for grades 4-6.
- Effectively instructed classes of up to 30 students
- Assisted with administration of state standardized testing.

**HENRY B. DUPONT MIDDLE SCHOOL, Hockessin, DE**

**Career Guidance Counselor, Aug 2001 – Jul 2002**

- Taught sixth, seventh, and eighth grade classes in career exploration
- Developed curriculum and resources for use in the classroom
- Assisted students in identifying potential career interests through the use of interest inventories
- Identified and made available additional resources to students to explore career possibilities and pathways for future pursuit
- Engaged students in research practices regarding career exploration

**THOMAS MCKEAN HIGH SCHOOL, Wilmington, DE**

**Social Studies Teacher/Ninth Grade Center Coordinator, Aug 1994 – June 2000**

- Designed and implemented instruction and assessment of students in grades 9-12
- Maintained records of student academic performance, attendance, and behavior
- Communicated effectively with students, families and staff regarding student progress
- Designed and implemented lessons to meet the needs of students identified as being at-risk within the 9th grade school population
- Served as a team leader and school counselor for the 9th grade center, serving the 9th grade at-risk population

**HENRY C. CONRAD MIDDLE SCHOOL, Wilmington, DE**

**Reading and World Cultures Teacher, Oct 1992 – Aug 1994**

- Designed and implemented instruction and assessment of students in 7th grade
- Maintained records of student academic performance, attendance, and behavior
- Communicated effectively with students, families, and staff regarding progress of students
- Participated in school activities and functions with students, staff, and members of the school community
- Worked collaboratively as a member of a team of teachers

**ADDITIONAL SKILLS/PROFESSIONAL DEVELOPMENT**

- Certified School Counseling Data Specialist, Trauma and Crisis Management Specialist, Cultural Competency Specialist, Grief and Loss Specialist
- Certified Youth Mental Health First Aid
- Proficient in utilization of all E-School Plus features/functions, Cognos Reporting, I-Tracker Pro, RAP-Discipline, EdInsight Reporting Portal, Schoology, OnCampus SIS by Blackbaud, all Microsoft Office programs, and Apple Productivity apps
- Level 1-Google Certified Educator, Apple Teacher
- Skilled in the use and application of Naviance, Career Cruising/Xello, Major Clarity, Parchment, NCAA Portal, College Board K-12 Assessment Reporting, AP Potential Tool, SSD Coordinator portal, Big Future, Khan Academy
- 2017 Lehigh University Special Education Law Symposium/504 Coordinator Institute

## **AWARDS AND HONORS**

- Delaware School Counselor of the Year Nominee 2018, 2019, 2020, 2021, 2022, 2023
- College Board Counselor Recognition Recipient 2021
- Odyssey Charter School Teacher of the Year Nominee 2021

## **PROFESSIONAL AFFILIATIONS**

- American School Counselor Association
- Delaware School Counselor Association, 2019-2020 Membership Chair,
- Delaware School Counselor Association 2020-2023 Board of Directors, 22-23, Treasurer
- National Association of College Admissions Counseling