

Shannan Beck

EDUCATION

University of Delaware, Newark, DE

Bachelor of Arts, Psychology/Education, May 1991

Wilmington University, Wilmington, DE

Master of Education, Elementary and Secondary School Counseling, June 1997

PROFESSIONAL CERTIFICATIONS

State of Delaware, Continuing License, Secondary School Counselor

WORK EXPERIENCE

ST. ELIZABETH HIGH SCHOOL, Wilmington, DE

K-12 Director of School Counseling Services, Aug 2017 – Present

- AP Coordinator, College Board Testing Coordinator, SSD Coordinator
- NCAA coordinator
- Attend all administrative leadership meetings
- Develop and maintain a master calendar for the school counseling department
- 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
- Responsible for overseeing all activities of the school counseling department, grades K-12
- Develop and implement school counseling core curriculum and lesson plans for grades 10-12
- Plan and facilitate bi-annual Career Day event for grades 10 and 11
- Meet with all caseload students individually at least once per school year for the purpose of academic and college/career planning, meet with students as needed for personal/social counseling, handle student crisis situations as they arise
- Interact with parents, teachers, administration, and other stakeholders in a collaborative, professional and ethical manner

DELAWARE ACADEMY OF PUBLIC SAFETY AND SECURITY, New Castle, DE

School Counselor, July 2016 – July 2017

- Full-time school counselor grades 9-12
- PSAT and SAT School Day Testing Co-coordinator
- Review credits, assist students with course selection, lead master schedule team, ensure all students receive an appropriate schedule
- Responsible for all Student Success Plan completions via Career Cruising
- 504 coordinator, schedule eligibility and review meetings, complete all required paperwork and communication as related to individual 504 Accommodation plans
- Monitor student academic performance, behavior, and attendance, and facilitate appropriate interventions
- Assist all students, individually and in groups, with developing academic, career and social/personal skills, goals, and plans
- Accurately and appropriately interpret and utilize student data
- Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding student data
- Maintain and communicate college information and resources to students and parents, support students and parents in the college planning and application process

- Review transcripts to evaluate progress toward graduation requirements, implemented the use of Parchment for transcript requests
- Assist students and parents with applications for financial aid and scholarships
- Early intervention planning for students who are academically at risk
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Participate in professional development activities to improve knowledge and skills
- Plan and execute all aspects of the annual graduation ceremony
- Responsible for maintaining the School Counseling page on the website
- Assisted in master schedule building and student data input utilizing E-School system
- Managed all aspects of E-School SIS for the building administration

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

- Full-time school counselor grades 1-5
- 504 coordinator, schedule eligibility and review meetings, complete all required paperwork and communication as related to individual 504 Accommodation plans.
- PBS committee, coordinate PBS rewards, maintain records of PBS student achievement
- Mentoring program coordinator
- Plan and facilitate small group counseling, individual counseling, and plan and deliver classroom guidance lessons for grades 1-5.
- Participate as part of the Instructional Support Team
- Communicate effectively with families via phone, email and conferences
- Build positive rapport and collaborate with staff to deliver appropriate and effective services to students
- Maintain accurate records, participate in professional development opportunities, complete online training courses
- Assist with administration of state standardized testing

NEWARK CHARTER SCHOOL, Newark, DE
Substitute Teacher, Sep 2013 – Mar 2016

- Fulfill short-term substitute assignments across all subject areas for grades 4-6.
- Communicate effectively with teachers, administrators, and parents
- Build positive rapport with students and staff
- Effectively instruct classes of up to 30 students
- Assist with administration of state standardized testing

PATTERSON-SCHWARTZ REAL ESTATE, Greenville, DE
Real Estate Agent, Aug 2002 – Sep 2016

- Prepared market analysis statistics, bid presentation for buyers & sellers, researched listings
- Schedule and attend showings, inspections, settlements, and appointments relating to property listings
- Prepare and negotiate sales contracts for buyers and sellers
- Promoted sales through advertising; design and print promotional literature for marketing of client properties, hosted open house events, and participated in the multiple listing services
- Organize and file paperwork related to client services
- Established positive flow of communication with agents, clients, attorneys, and all personnel involved in closing transactions
- Educated sellers and buyers concerning legal disclosures

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 a core curriculum, lessons and resources for use in the classroom

- Assisted students in identifying potential career interests using a variety of resources
- 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
- Served as a class advisor, cheer coach and organized fundraising activities and the collection, disbursement, and record keeping for accounts

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

- Certified School Counseling Data Specialist
- Proficient in utilization of all of E-School Plus features/functions, Cognos Reporting, Schoology, OnCampus SIS by Blackbaud
- Proficient in all Microsoft Office programs
- Level 1-Google Certified Educator, Apple Teacher
- Skilled in the use and application of Naviance, Career Cruising/Xello, Parchment, NCAA Portal, College Board K-12 Assessment Reporting, AP Potential Tool, SSD Coordinator portal, Khan Academy

AWARDS AND HONORS

- Delaware School Counselor of the Year Nominee 2018, 2019

PROFESSIONAL AFFILIATIONS

- American School Counselor Association
- Delaware School Counselor Association, 2019-2020 Membership Chair
- Potomac and Chesapeake Association for College Admission Counseling
- National Association of College Admissions Counseling

