

# **Andrea P. Woodard, LPCMH, MCC, NCC, MEd**

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**Mission Statement:** To pursue a career in counseling utilizing the professional, educational, and counseling skills gained in both the college and work settings to advance the total well-being of others.

## **Work Experience**

- ♦ **School Counselor, State of Delaware, Capital School District-8/11-pres.** School state testing coordinator. Keep accurate test participation records and create and maintain testing schedule. Provide individual and group counseling. Guide credit recovery efforts. Organize student scheduling, update transcripts and academic records between KCSILC and sending school. Aid in transition scheduling for students returning to sending school or community programs. Support teachers in creative lesson planning and organization of coursework. Serve as homebound teacher, as needed to bridge academic and school connectedness during homebound placement. Participate in the following committees PBS, RTI, and crisis teams. Presiding Lead Counselor (Secondary) for Capital School District. Active member of several district-level committees. DSCA Member. Continue to be a resource for outside counseling agencies, teachers, parents, and administration. Guest speaker for several CSD parent workshop. Secondary Lead Counselor for Capital School District.
- ♦ **Outpatient Therapist, Total Life Counseling, LLC-2/17-pres.** Provide individual, group and family counseling to individuals with a variety of mental health issues. Assist clients in understanding difficult situations and healthy ways to problem solve solutions to resolve those situations. Diagnose according to DSM and provide coding billing purposes.
- ♦ **Mental Health Counselor, State of Delaware, Capital School District-8/09-8/11** Targeted with Tier 3 behavior problems as identified by the Response to Intervention team. Complete grant submissions in a timely and accurate manner. Consulted with teachers, parents, and administration on student placement concerns. Created a universal point system to better monitor student behavior. Provided staff development on staff effectiveness and mental health issues. Served as case manager to the grant-funded psychologist. Serve as DSTP and DCAS testing coordinator assistant.
- ♦ **Family Crisis Therapist, State of Delaware, DSCYF-10/07-8/09.** Conducted intakes for the Early Intervention K-5 program. Performed crisis interventions for students and parents in the school setting. Assisted teachers with behavioral, academic, and familial concerns of students. Facilitated individual and group counseling sessions. Conducted school, community, and home visits. Partnered with Faculty, staff, community, and families to provide the best environment for change for each student. Assisted students with social and emotional coping skills. Served as a resource for parents. Accurately and promptly submitted all required paperwork. Served on training, OJT, and paperwork committees to improve the function of the school-based FCT.
- ♦ **Crisis Counselor, Delaware Guidance Services-5/06-8/09.** Conducted client intake eligibility for the ACT NOW Crisis program, Day Treatment, Intensive Outpatient Program. Facilitates individual, group, and family sessions. Completed clinical impressions including crisis assessments, implementation of treatment goals, and case monitoring. Monitors client's progress through home, office, and school visits. Served as a liaison with the psychiatrist and Child Mental Health to assure appropriate medical assistance. Completed clinical case notes and treatment plans for each client and consulted with other service providers, as needed. In the family and group sessions, observed both verbal and nonverbal communication to get an accurate picture of the family dynamic and teach new coping skills. Referred clients to Crisis Bed or to Rockford as needed.

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## Work Experience

- ♦ **Nutritionist I, II & III, Delaware Health and Social Services-7/04-10/07.** Supervised the Southern Health Services WIC program. Staff consisted of 24 women and the program caseload approximately 8,839 clients. Responsible for problem-solving, conflict resolution, scheduling of staff, and disseminating critical information to staff. In charge of employee recruitment and performance evaluations. Maintained clear communication with direct supervisor and staff. Helped to facilitate staff members through disability processes. Assisted in the development of new clinic sites. Wrote grants to increase funding for the Kent/Sussex Managed the Kent County WIC clinic. Responsible for staffing coverage and conflict resolution. Developed, implemented, and evaluated nutritional care plans for individuals with complex and multiple needs/problems (high-risk, life-threatening).
- ♦ **Educator, Christina School District-9/03-6/04.** Prepared, collected, assessed, and interpreted educational information relating to Family and Consumer Sciences for students at Glasgow High School. Taught Food and Nutrition, Diversified Occupations, and Human Development. Diversified Occupations consisted of aiding students in successful transition to the workforce, college, or technical education. This course focused on the importance of grades, career searches, interviewing skills, and resume writing. Analyzed masses of information and used it to prepare daily lesson plans. Fostered a creative teaching environment by relating real-world activities and experiences to textbook and classroom materials. Utilized Microsoft PowerPoint to facilitate daily lectures. Maintained accurate records and reported information in a timely manner. Focused on the responsibilities, developmental processes, nutrition health, and safety issues for children from conception to death. Educated students on the hazards that affect children in their homes as well as in the childcare setting.
- ♦ **Educator, Caesar Rodney School District-8/02-8/03.** Prepared, collected, assessed, and interpreted educational information relating to Family and Consumer Sciences for students from 6<sup>th</sup> to 12<sup>th</sup> grades, at Dover Air Base Middle and Caesar Rodney High schools. Taught Family Living, Child Development, and Nutrition Health and Safety for Preschoolers, a Tech Prep course. Evaluated large amounts of information and prepared daily lesson plans. Fostered a creative teaching environment by relating real-world activities and experiences to textbook and classroom materials. Maintained accurate records and reported information in a timely manner. Focused on the responsibilities, developmental processes, nutrition health, and safety issues for children from conception to age three. Educated students on the hazards that affect children in their homes as well as in the childcare setting. Volunteered as a girls' basketball coach for 3 years.

## Honors

Middle School Counselor of the Year 2018  
School Counselor of the Year Nominee 2021, 2017 & 2015  
Chi Sigma Iota Honors Fraternity 2007  
DPH Employee of the Quarter Q1 2006  
DHSS Employee of the Quarter Q1 2006

## Affiliations

**National Board of Certified Counselors**  
**Delaware School Counselor Association**  
**American School Counselor Association Member**

## Education

2010 Masters of Science in School Counseling, Wilmington University, Dover, DE  
2007 National Certified Counselor (NCC)  
2007 Masters of Science in Community Counseling, Wilmington University, Dover, DE  
1996 Bachelors of Science in Human Resources, University of Delaware, Newark, DE