



Deborah Lormeus

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Professional Summary

22 years of experience in early education, and administration. Confident in managing large groups of children, staff, and volunteers. Possess strong communication and collaboration capacities with administrators, teachers, parents, and stakeholders.

Career Objective

Seeking employment in as a Child Care Director to employ my qualities of being dedicated, responsible, creative, energetic, knowledgeable, and organized. To cultivate a positive world class early educational learning team that will lead, innovate, cooperate and succeed in the 21st century.

Core Qualification

- Experienced with management principles, and supervisory skills working with paid staff and volunteers ensuring compliance with policies and licensing guidelines.
- Provide quarterly training and support to staff and provide essential feedback through classroom observations.
- Manages and control department budget related items and positions.
- Assist with social media and marketing distribution of program information to maximize enrollment.
- Develop and maintain positive relationships with preschool staff and be available to assist in conflict resolutions.
- Experienced with recruiting, employment, terminating, directing and evaluating staff/volunteers, grant/business writing, and software management.
- Provide crisis intervention to children and families.

Accomplishments:

- Site Coordinator created an inter-generational program. The program was designed for students to participate in a six week off campus field trip program. The students assisted senior residents from a local assisted living program with gardening, singing, painting and crafting.
- Mentoring preschool teachers working towards achieving their Child Development Associate certificates (CDA). Helped with initial application process, portfolio preparation and developing lesson plans, observations, and classroom management techniques.
- 2011-2012 school year, the Voluntary Pre-kindergarten (VPK) classroom scored a 5.69 on the Environmental Rating Scale, (ECRES), and the scores ranged from 400-600. The evaluating agency was Early Learning Coalition, Fort Myers, FL.
- Collaborated with local agencies to provide on-going supportive services (therapy, medical services, etc.) to students that enabled them to remain in school.
- Apple Blossom Nominee 2010, 2011, 2012.

Professional Experience:

Administrative Assistant

Coastal Staffing – Naples, FL.

July to September 2018

- Maintained confidentiality when dealing with sensitive topics and projects.
- Updated filing and organizing practices.
- Scheduled and coordinated meetings, appointments and travel arrangements for building supervisors, designers, project managers and company owners.
- Maintained professional phone etiquette.
- Organized and coordinated overseas deliveries.
- Assisted with accounts receivable and payables.
- Conducted client tours and inspections.

Head Start Pre-kindergarten Teacher

Bonita Springs Elementary - Bonita Springs, FL.

August 2017 to June 2018

- Created and lead engaging projected-base curriculum for multi-level learners focused on social emotional learning strategies. Provided on-going linguistic support to ELL students.
- Conducted quarterly parent conferences and home visits.
- Managed parent and school relations for parent trainings, and workshops.
- Written Individual class grants and collaborated with colleagues with fundraising group projects.
- Collaborated with speech/language pathologist, mental health counselors, and social services etc., in developing strategic and tactical plans for students who were in crisis.

Head Start Pre-Kindergarten Teacher

J Collins English Elementary, N. Fort Myers, FL. **2016-2017**

- Collaborated with the pre-k teams regarding planning Response-to-Intervention (RTI) services for students who struggled with meeting learning goals.
- Implemented weekly lesson plans using Teaching Strategies Gold curriculum.
- Participated in grant writing and fundraising.
- Implemented quarterly assessments.

Head Start Pre-Kindergarten Teacher

Sunshine Elementary, Lehigh Acres, FL. **2014-2015**

- Maintained and organized an inspiring classroom environment and encouraged students to implement ideas and concepts from the past experiences.
- Differentiated assignments that met individual student's learning needs. Implemented quarterly formative and summative assessments.
- Participated in grant and fundraising.
- Conducted quarterly parent conferences and home visits.

Pre-K Planning Assistant

Parkside Elementary, Naples, FL

2013-2014

Responsibilities included aiding three prekindergarten classes with 18 students per class. Assisted students with individual Response-to-Intervention (RTI) sessions, leading small groups and providing student supervision.

Assistant Director/Lead VPK Teacher

Naples Preschool Academy, Naples, FL.

2008 - 2013-2014

- Participated in hiring, recruiting, and conflict resolutions.
- Developed and implemented weekly lessons, leading small and whole group activities for 18 students. Assisted with class teaching duties during absences of regular teachers.
- Assisted with developing /implementing yearly school academic calendar.
- Developed a monthly parent newsletter and conducted quarterly parent conferences.
- Assisted with weekly staff training and classroom observations.
- Assisted with maintaining daily /weekly tuition expense records and financial reports.
- Maintained attendance records of staff, students and volunteers.
- Scheduled monthly in-house field trips with local stakeholders, (Story Hour etc.).

Assistant Director/Lead VPK Instructor, 2008-2012

The Creation Station, Naples Christian Church, Naples, FL.

- Assisted with recruiting, training, and supervising a staff of 7-10 and volunteers.
- Conducted parent monthly/quarterly training about facility activities, policies and child development.
- Developing and implement weekly lessons, leading small and whole group activities for 18 students.
- Maintained attendance records of staff, students and volunteers.
- Maintained accounts payable/receivables.
- Developed a monthly parent newsletter and conducted quarterly parent conferences.
- Scheduled monthly in-house field trips with local stakeholders, (Story Hour etc.).

Juvenile Detention Officer, 2004-2006

Department of Juvenile Justice, Naples, FL.

- Conducted intake procedures for youth entering the states custody.
- Transporting youth who are in the state's custody to and from court hearings, medical facilities, classes or recreational activities. Participate with parent visits, trainings.
- Supervising 10-15 youths throughout the correctional facility to ensure it is clean, secure, and well-maintained throughout the day. Assisted with counseling, remedial educational training during morning and afternoon classes.

Site Coordinator/Lead Extended Day Teacher, 1999-2004

Loker Elementary Public School, Wayland, MA.

- Organized schedule of academic, recreation, and enrichment activities.
- Maintained daily and weekly attendance schedule of staff and students.
- Monitored and worked the school's transportation system to ensure student safety for students traveling by bus.
- Conducted bi-weekly staff meeting
- Conducted monthly fire drills/ lockdown procedures to ensure safe operation of afterschool program.
- Coordinated surveys of students, staff and parents to evaluate program.
- Collected, reviewed, approved and submitted timesheets by the deadline.
- Ensured proper documentation and submission of all records.
- Maintained and ordered supplies.
- Maintained and handled weekly student tuition expenses records and financial reports.
- Participated in grant writing and fund-raising events.

Director Owner

Dandelion's Childcare, Brockton, MA, - **1991-1998.**

- Conducted all recruiting and training staff, handling promotional activities.
- Communicated with parents, liaising with vendors, and hired and supervised maintenance staff of the facility.
- Collaborated with local providers and stakeholders.
- Participated and work with the state's food program, developing/implemented approved weekly menus and managing food reimbursement reports.

- Developed and implemented state approved curriculum.
- Conducted monthly fire drills and maintained reports.
- Provided CPR/First aid training for staff members.
- Supervised a staff of 5-7/ volunteers.
- Collaborated with local vendors and stakeholders to provide monthly in-house activities. (Story-hour, tooth fairy etc.)
- Provided bi-weekly staff training and quarterly parent training.
- Collaborated with the local and state agency to receive supportive services for students who demonstrated areas of deficiencies, (growth and learning).
- Maintained weekly attendance records for students and staff.

Education

M.A. Educational Leadership

Florida Gulf Coast University – Fort Myers, FL.

2018

Bachelor of Science in Child & Youth Studies

Florida Gulf Coast University – Fort Myers, FL.

2014

Administration Management Child Care

Manatee State College

2009

Skills

Microsoft Office, Publishers, Power Point, E-Z Care, and educational software

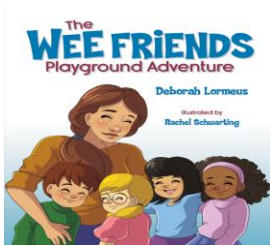
Publications

Children's Author

The Wee Friend Playground Adventures <http://ISBN:978-163177-576-5>

Released, June 2018

Patty, Phoebe, Joy, and Justin come to the playground every week to play while their parents chat. But this week, something is different...a baby bunny is on the playground! What are the friends to do? Why? Rescue it of course! So, starts their playground adventures!



Author readings and signing Events:

Barnes & Nobles Bookstore, Naples, FL. 10/2018

World's Only Curious George Book Store, Cambridge, Ma. 03/2019

Groups

B12 Children's Training Coordinator

New Hope Ministries, Naples, FL.

2016 - 2018

Public Policy, Chairperson

Florida Association of the Education of Young Children

(Collier County Chapter),

2010-2014

Volunteer

Rookery Bay Estuarine Educational Center,

2012-2014

Brownie Troop Leader

Girls Scouts of America, Brockton, Ma.

2002-2004

References upon request.