

Tiffani Velez

SKILLS: Industry-Specific

Expertise in literature, composition, and critical analysis. Skilled at designing engaging lesson plans and fostering student participation. Knowledgeable about GED test content and requirements. Experienced in preparing adult learners for high school equivalency exams. Patient and supportive approach to helping students overcome educational gaps. Strong understanding of language acquisition theories. Ability to create culturally sensitive and effective language learning experiences for ELLs. Strategic planning and program development for adult learners. Budget management, resource allocation, and grant oversight. Collaboration with community partners and stakeholders. Proficient in researching funding opportunities. Practical knowledge of job readiness skills. Understanding of industry-specific requirements for various job sectors. Proficient in CANVAS, Blackboard, Bannerweb, Google Classroom, eData systems, CASAS, GED REady, HiSet, Microsoft and Google suites, etc.

SKILLS: Interpersonal

Able to convey complex ideas clearly to diverse audiences. Skilled at facilitating discussions and encouraging student participation. Experience managing teams of educators and support staff. Ability to motivate and inspire colleagues toward shared program goals. Comfortable working in dynamic educational environments. Quick to adjust to changing student needs and program requirements.

EXPERIENCE

Tec Centro Capital Region, Harrisburg, PA — *ESL Coordinator*

October 2024- PRESENT

- Student Support and Instruction: orientation, registration, and placement testing. Offering classes at the Beginner, Intermediate, and Advanced English level, preparing students for the workforce and/or post-secondary education.
- Collaboration: Collaborating with local colleges and universities to create matriculation agreements.
- Assessment: Coordinating diagnostic language tests to determine English aptitude in speaking, listening, writing, and reading comprehension.
- Instructional Design: Evaluating, designing, and monitoring ESL curriculum.
- Staff Development: Creating, providing staff training in curriculum, trauma informed teaching, special needs ESL education, and socioeconomic learning needs. Teacher evaluation.
- Collaboration: Working with staff and the local community to provide wraparound services for Tec Centro students.

Lehigh Carbon Community College, Schnecksville, PA — *Professor of English and ESL*

Jan 2020 - PRESENT

- Taught English Comp, Developmental English and Reading, Literature to native and non-native English speakers.

- Adapted traditional English language texts for emerging English language learners.
- Managed approx. 80-150 students each semester
- Taught in large, urban city center, diverse student body
- Member of the Faculty Association and Curriculum Development Committee
- Trained, supported, guided, evaluated new faculty as needed

Pennsylvania Department of Education, Harrisburg, PA — State GED/HSE Administrator and Literacy Advisor I

Feb 2024 - May 2024

- Provided advisory services in the development, expansion and improvement of adult basic and literacy education programs through PA
- Provided advisory services to promote, improve, and implement adult basic and literacy education programs through schools, libraries and a variety of other service providers and practitioners.
- Assisted with grant determination, funding distribution, grant writing, and grant compliance among various adult basic literacy programs and community colleges in PA
- Collaborated with local, state, and national level GED/HSE administrators to improve assessment outcomes in Pennsylvania and promote high school completion through the nation.

SEED Program (Success, Engagement, Education, Determination) Schnecksville, PA — English and ESL Faculty Coach to Students with Disabilities and Learning Differences (volunteer)

October 2022 - Dec 2023

- Provided comprehensive “direct” services for students with disabilities interested in college training to master skills in transition, academic, and/or career areas.
- Provided English and writing academic coaching to students who may require additional services beyond what can be provided through traditional academic accommodations and support services
- Provided education in independent living, socialization, and soft skills.
- Offered mentoring, coaching, work experiences, instruction, and training to help students meet their goals and maximize their employment potential.

Center for Career and Literacy Pathways (LCCC), Allentown, PA — Literacy (ESL) Instructor

Sep 2017 - May 2022

- Designed and implemented a robust ESL and Civics curriculum for English language learners
- Prepped students for CASAS and workplace skills to find successful integration into American life.
- Trained and evaluated new instructors
- Conducted CASAS and TABE testing
- Partnered with local institutions to offer additional ESL instruction in the community and at various local places of business
- Assisted in grant writing

Berks Technical Institute, Wyomissing, PA — Program Director of English Language Learning

October 2021 - Jan 2022

- Designed, implemented, and directed ESL program for technical school in Berks County, PA.
- Conducted compliance training of instructors.
- Taught multilevel ESL classes
- Managed tutors and partnered with local businesses to create internships for ESL students seeking work in the healthcare and/or technical fields.

Work Ready Program (WIOA) at Community Action Community of the Lehigh Valley, — Bilingual Work Skills Instructor

Feb 2017 - March 2018

- Designed and implemented ESL and GED class curriculum
- Partnered with GED Ready, HiSET, WIOA to create lessons and coaching to help students achieve their academic and work skills goals
- Partnered with local businesses to create internships, apprenticeships, and positions for students entering the workforce
- Trained staff in implementing CASAS, TABE, GED Ready, and HiSET pre-tests
- Created a vibrant and relevant curriculum for high-demand work skills: CNA, EMT, Customer Service Call Center, Logistics, and Teacher's Aid.
- Performed duties in basic verbal and written Spanish (as needed) and fluent English.
- Students ranged in ages, genders, socioeconomic status, culture, language, and citizenship.

Literacy Compliance and Assessment Outcome Trainer (MD, PA, WV, VA), Remote/Volunteer —

Sep 2022 - Present

- Provide remote training for staff, at literacy centers, as needed and requested by directors on a volunteer basis.
- Offer: Staff instructional review, instructor evaluation, CASAS assessment score evaluation and curriculum adjustment suggestions and training, community outreach review and suggestions.
- Some locations served: Berks Technical Institute (before hired), Reading Area Community College Literacy Program, Cathedral Church of the Nativity (Bethlehem, PA) ESL program (founding member of program), Refugee Center ESL Program (Church of the Mediator, Allentown, PA) and more.

Take Lessons, Inc., San Diego, CA (remote) — ESL Instructor, GED Instructor, Graduate Student Writing Coach, Thesis Coach, Creative Writing Instructor, CASAS prep/GED coach

March 2013 - August 2022

- Created a challenging ESL curriculum, based on students' needs.
- Offered one-on-one instruction on a sliding scale
- Offered US citizenship test coaching
- Offered refugee and US cultural transition coaching
- Taught GED, ESL, English (including thesis coaching) classes to students from K-12 to graduate school
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Special Education Teacher, Autism Support, Behavior Support — Roosevelt Elementary School, Lehigh Valley Children's Centers, Lego Lunch Social Group, Geneva Autism Homeschool Support, Access Services, Indian Creek Foundation, Buxmont Academy

March 2013 - November 2023

- Provided direct and comprehensive tutoring, behavioral support, and classroom teaching for all ages.
- At the adult and young adult level, offered career guidance for Autistic individuals in a respectful and self-guided manner. Encouraging agency and independence and self-advocacy.
- In K-12, supported students in the classroom through differentiated, accommodated learning.
- Supported students and parents with IEP and 504 understanding.
- Assisted in online, and in-person, training for people with disabilities and those who love and care for them.

EDUCATION

Arizona State University, Online — *Graduate Certificate in Behavioral Analysis, 4.0*

2023 (12 credits)

Lindenwood University, Online — *Masters of Fine Arts in English and Creative Writing, 4.0*

April 2015 - December 2019

Southern New Hampshire University, Online — *Masters in English Literature and Linguistics (27 credits), 4.0*

April 2015 - December 2019

University of Arizona, Online — *Bachelors Degree in Cognitive Studies (Educational Psychology and Special Education), 3.5*

April 2015 - December 2019

Memberships

PAACE (Pennsylvania Association for Adult Continuing Ed)

COABE (Coalition on Adult Basic Ed)

Pennsylvania Council of Teachers of English and Language Arts