

Courtney Leigh Daum Ritchings

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Education

MEd. in School Leadership & Administration

BS in Adult & Occupational Education

University of New Hampshire

Certifications

0053 *Director of Career and Technology Education*

0101 *Teacher of Career & Technical Education*

0003 *Principal*

FEMA IS-00100LEb *Introduction to the Incident Command System (Law Enforcement)*

FEMA IS-00100.b *Introduction to the Incident Command System*

FEMA IS-00703.a *NIMS Resource Management*

Career History & Related Skills

2014- Present ***Education Consultant II, New Hampshire Department of Education, Concord, NH***

Duties include:

- Provision of technical support to secondary and postsecondary career & technical education (CTE) programs throughout the state
- Collaboration and team building across industry and education throughout NH's CTE community
- Implemented opportunities to increase clear, consistent communication with stakeholders
- CTE competency profile and new program review
- Federal monitoring of New Hampshire CTE centers
- Administration of funds provided through the Federal Carl D. Perkins Act, State of NH Pre-Engineering & Technology Fund, NH Robotics Education Development Fund and CTSO Fund
- Coordination and implementation of New Hampshire Girls Technology Day events
- Planning and facilitation of all aspects of the NH-CTE Summer Conference and other statewide professional development activities that serve the CTE community

2000- 2014

Work-Based Learning Coordinator & Future Educators Academy Instructor

Spaulding High School & R.W. Creteau Regional Technology Center, Rochester, NH

Duties included:

- Coordinating, managing, and supervision of work-based learning (WBL) activities. Maintenance of program and site approvals in accordance with the NHDOL requirements for WBL
- Developing and implementing STC workplace safety training and assessment for secondary level students
- Faculty and student resource for labor market information, secondary transition planning, job seeking & keeping skills through classroom, small group and individual counseling, committee work, professional development and classroom activities
- Development of community, business & education partnerships. Maintenance of community partners database with 250 active partners
- Provision of direct student instruction to individuals interested in pursuing careers in education
- Site administrator & trainer for CollegeBoard's Accuplacer assessments & Springboard's Career Cruising
- Marketing CTE programs and providing career development awareness to local and regional students

- 2006- 2014 ***Adjunct Faculty Member, Great Bay Community College, Portsmouth, NH***
Duties included: Developing curriculum, providing instruction and assessment for students participating in EDUC 104: Foundations of Education
- 2005-2008 ***Field Agent, US Department of Commerce, Boston, MA***
Collected data through field and phone based interviews throughout the community. Conducted American Community, Housing, and Current Population surveys.
- 1998- 2000 ***Student Teacher & Educator, Essex Agricultural & Technical Institute, Hathorne, MA***
Subject areas taught: environmental science, natural resources, agribusiness, animal science, equine science, horsemanship
- 1997- 1998 ***Special Education Paraprofessional, Dover Middle School, Dover, NH***
Duties included: providing 1:1, small group & classroom support to sixth grade students
- 1993- 1998 ***Children's Advocate, Temporary Evening Services Coordinator, Hotline Volunteer A Safe Place, Portsmouth, NH***
Duties included: development & implementation of summer programming for youth residing within our local, domestic violence shelter, supervision of and attention to the needs of youth in crisis, providing support, services, and legal advocacy to women and families impacted by domestic violence

Pertinent Activities & Abilities

- Grant writing and management
- Competency profile, curriculum writing and revision
- Experience in development of NHDOE new program applications for CTE programs in Plumbing Technology, Restaurant Management, Finance, & Education
- Planning and facilitation of statewide and in-district professional development
- Broad range of digital literacy
- Knowledgeable in the field of career development
- *Member*, NEASC leadership team- Spaulding High School
- *Chair*, NEASC 5-year reporting team- Spaulding High School
- *Member*, NEASC visitation teams- Hudson, NH & Salem, NH
- *Mentor*, At-Risk Students, Alternative IV Teacher Candidates, & First Year Teachers
- *Chair*, RW Creteau Reg. Technology Center Equity Committee
- *User*, Infinite Campus, Naviance, and SASI student information systems
- *Member*, Spaulding High School's National Honor Society Teacher Council
- *Advisor*, Future Educators Exploring Teaching & Outing Club

Community Participation

- Board Member* National Association for Career & Technical Education Information (NACTEi)
Educators Rising NH
- Executive Board Member* SkillsUSA NH
NH Agriculture in the Classroom
- Participant &/or Fundraiser* Relay for Life Rochester for the American Cancer Society
Boston One Fund
5K- Annual Spirit of Recovery; Dover Annual Mother's Day; Horne Street School;
Rochester Pumpkin 5K to Support Boston Children's Hospital; Runner's Alley Redhook 5K to Support the Kremple's Center; Foley 5K in support of the James Foley Foundation; Dover Turkey Trot; Rochester Free Fall 5K
10K- Market Square Day; 603 Summerfest; New Castle Island Commons
2014 Coheco Challenge Half Marathon Dover, NH
2017 Loco Half Newmarket, NH
2018 Maine Coast Half Marathon