

Karina Palacios

EDUCATION

Florida International University (FIU)

Bachelor of Arts in Early Childhood Education, April 2021

Emphasis in Early Childhood Development and Education

Miami Dade College (MDC)

Associate in Science: Early Childhood Education, May 2004

RELEVANT COURSEWORK

Early Childhood Education, High Scope Curriculum, Project Approach, Developmentally Appropriate Practices, Child Development, Assessing Young Children, Behavior Analysis to Child Behavior Problems

EXPERIENCE

September 2000 to Current **Baptist Health South Florida Early Learning Center** Miami, Florida

Operations Specialist (2021-Current)

- Assisting the director in daily center operations, adhering to DCF guidelines and NAEYC standards.
- Supporting teachers in implementing the HighScope curriculum and developing lesson plans.
- Provide constructive feedback to teachers based on observations to enhance the children's learning environment and experiences.
- Collaborate closely with families to foster mutual cooperation.
- I am involved in the onboarding process for new employees.
- Conduct presentations to educate teachers on best practices and curriculum topics.
- Assist the center in maintaining NAEYC accreditation

Lead Teacher (September 2000 - 2021)

- In charge of the growth and development of a mixed-age group of 18 children
- Develop weekly lesson plans, activities and class set-ups that are developmentally appropriate for the children
- Supervise and train Assistant teachers in the classroom and ensure they are following program policy and expectations
- Conduct "Ages and Stages" screening within 45 days of child's enrollment followed by periodic screenings according to COR periods. Perform yearly Social Emotional screening and hold necessary parent teacher conferences.
- Formally assess and document anecdotes for each child in class. Maintain individual child portfolio documenting all pertinent information including developmental progress and conduct family interviews and parent teacher conferences as per program guidelines.
- Create and maintain an environment that is clean, organized, and safe for all children
- Prepare monthly parent newsletters and weekly lesson plans
- Conducted zoom virtual classes during the pandemic lockdown and coordinated Zoom virtual parent-teacher conferences
- Form part of the mentoring program to help new employee
- Supported Curriculum Specialist in helping teachers implement High Scope Curriculum.
- Active member of the National Association for the Education of Young Children (NAEYC).

CERTIFICATIONS

• Director's Credential • CPR Adult – Child – Infant • DCF Child Care Certification • VPK Certified

SKILLS

- Proficient in Microsoft Office (Word, Excel and PowerPoint) • Self-motivated
- Customer Service • Speak and write English & Spanish
- Adaptable

REFERENCES

Upon request