

# *Monica Walley*

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## **Professional Summary**

I am an innovative leader with over 30 years of experience working in the Early Childhood Education field and over 15 years of management experience. I am passionate about driving organizations toward excellence. I adapt well to change in a fast-paced environment. Hard-working professional with proven knowledge of leadership, management, project management, collaboration, curriculum development, micro-credentialing, course design, and instructional technology. I am a team player, always going the extra mile to achieve objectives and results.

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## **Career Objectives**

I am seeking a position that will enable me to utilize my education, drive, experience, and knowledge.

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## **EDUCATION**

### **University of Florida, FL (2018)**

**Instructional Design Graduate Certificate**

### **Nova Southeastern University, FL (2006)**

**M.S.Ed., Brain Research with a Specialization in BrainSMART Learning Strategies and Teaching Techniques**

### **Florida State University, FL (1998)**

**B.S., Family, Child, and Consumer Sciences with a minor in Modern Communications and Linguistics (Spanish)**

### **Palm Beach Community College, FL (1996)**

**A.A., Child Growth and Development.**

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## **KNOWLEDGE AND SKILLS**

- Natural leader that collaborates well with others.
- Strong team-building, listening, and problem-solving skills.
- Experience developing learning modules using tools such as Camtasia, Captivate, Snagit, Articulate Studio/Storyline, Prezi, Adobe Premier Pro, Photoshop, Dreamweaver, Illustrator, InDesign, and Microsoft 365.
- Knowledge of learning management systems such as Blackboard and Canvas.
- Knowledge of adult learning theories and principles.

- Knowledge of instructional design models such as AGILE and ADDIE.
- Knowledge of learning processes in adults and children.
- Knowledge of curriculum development and design.
- Experience working with Micro-credential and badging platforms like Badgr
- Fluent in Spanish
- Goal-driven

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## PROFESSIONAL EXPERIENCE

### Lake Worth, FL

#### Early Childhood Education Director

August 2021 - Present

- I oversee the Institute of Excellence in Early Care and Education, funded by the Children’s Services Council of Palm Beach County.
- Responsible for overseeing the design, development, and implementation of a formal and informal comprehensive professional development system that is collaborative, innovative, and responsive to the needs of the early childhood educators in Palm Beach County.
- Responsible for providing professional development support to all early childhood educators who work in programs that receive public funding.
- Oversee the [Institute’s Micro-credential program](#). Badges and micro-credentials provide an opportunity to recognize specific skills and knowledge that the early childhood professional has mastered, demonstrating credibility and assisting them in remaining current in the field by encouraging lifelong learning.
- Manage the digital badge, micro-credential pathways, and incentive awards for Early Childhood professionals.
- Responsible for the development of department policies and procedures.
- Monitor various projects and initiatives to ensure maximum effectiveness and compliance.
- Monitor all projects of the Micro-credential, Life Skills Coaching, SEEK Scholarship, ACHIEVE Incentive Award, Outreach and Advising, Training and Development, and Finance departments of the Institute of Excellence.
- Conduct all tasks related to preparing the annual budget, budget amendments, and reimbursements for the Institute.
- Guide, lead, review, verify, observe, and manage the work of people reporting directly to me. This includes but is not limited to conducting performance appraisals, goal-setting career and performance counseling, and identification and evaluation of staff training and development needs.
- Participate in external and internal committees and work collaboratively with other organizations and partner agencies to meet the needs of the Early Childhood workforce.
- Develop long-term and short-term goals, objectives, priorities, and recommendations.
- Analyze and interpret research output to produce and present helpful information.
- Prepare summary research and data reports for dissemination to college administration, District Board of Trustees, and external constituents.

#### E. L. Prof. Dev. Project Director / E. L. Program Design Assistant Director      April 2014– July 2021

- Responsible for the leadership, vision, development, and implementation of policies, procedures,

and strategies to improve the quality of early childhood training in Palm Beach County.

- Guided, led, reviewed, observed, and managed the work of Instructional Designers who reported directly to me. Indirectly managed other staff that worked closely with my team to meet the goals and objectives of the organization.
- Managed the scope, schedule, cost, quality, assessment, and implementation phases of 2 pilot projects for the Institute of Excellence (Social Emotional and STEAM for Early Childhood)
- I conducted a needs assessment to identify knowledge, skills, behaviors, and competencies required in selecting or designing curriculums to meet early childhood educators' needs.
- Developed and managed the Institute's micro-credential program that awards badges and micro-credentials to early childhood educators in Palm Beach County from conception to implementation. A digital badging system that visually shows identified education pathways that move students forward to achieving proficiency in employability skills. Designed the digital badges and micro-credentials for all our training pathways.
- Planned and managed instructional design projects such as online courses, webinars, and hybrid courses.
- Helped staff design online courses to meet all Quality Matters Essential standards and ADA compliance.
- Compiled course scheduling and trainer/adjunct teaching assignments. Monitored course enrollment and made appropriate adjustments.
- I analyzed data for quarterly reports, social-emotional, and STEAM initiatives for Palm Beach County.
- Participated in external and internal committees and task forces. Planned and presented in meetings and speaking engagements for Registry Approved Trainers, Practitioners, Directors, and Community Partners.
- Promoted collaboration, partnerships, and relationships among team members when developing and designing projects.
- Produced timely, consistent, and accurate reports for stakeholders.
- Analyzed data to identify trends and drive innovative process improvement.

### **Instructional Designer**

April 2010 – March 2014

- Developed, administered, and analyzed needs assessments for early childhood educators and administrators to guide the county's training needs.
- Redesigned and taught Palm Beach County's Early Childhood Train the Trainer Outcomes Driven Training for online delivery.
- Researched and wrote early childhood course content for face-to-face instruction using the backward design model.
- Redesigned courses for the online and hybrid format utilizing different programs and learning management systems like articulate 360, Blackboard, Canvas, Camtasia, etc.
- Designed and reviewed all online courses to ensure the Quality Matters Essential Standards and ADA compliance were met.
- Standardized and marketed course modules.
- Planned the instructional flow of training and made recommendations about course content design and delivery.
- Developed, designed, and deployed webinars and learning objects.

- Incorporated Instructional Design and Adult Learning Theory into courses related to the systematic design, development, and validation of instructional material.
- Utilized appropriate techniques for developing training materials, including identifying learner characteristics, specifying objectives, and applying and evaluating training strategies.
- Utilized techniques for evaluating the effectiveness of instructional/educational programs.

#### **Quality Assurance Coordinator**

Nov. 2007 – March 2010

- Assessed the quality of Early Childhood training programs.
- Assessed trainers and training programs, researched, and designed/selected assessment tools and rubrics.
- Collected and analyzed data to guide future training development and trends.
- Assisted with projects, conducted training, and worked effectively with practitioners, trainers, directors, and coaches.
- Assisted with the development of the bilingual infant-toddler training series pilot project.
- Translated training assessment tools, materials, activities, and outlines for the four Infant/Toddler Series.
- Assisted with the revision of the existing assessment tools.

#### **Palm Beach County Literacy Coalition, Delray Beach, FL**

##### **Early Reading First Senior Education and Training Manager**

October 2005 –October 2007

- Designed, developed, and coordinated various professional development workshops for parents, teachers, and assistant teachers of two Head Start Programs in Palm Beach County.
- Provided technical assistance to teachers and their assistants on applying current, scientifically-based, and developmentally appropriate reading techniques to use with children in the classroom.
- Developed and oversaw fifteen classroom lending libraries that allow parents to check out bilingual and English books to read to their child and books on early literacy and parenting topics.
- Organized three Book Distribution events for the children annually.
- Presented literacy information at monthly parent meetings and coordinated two family literacy nights yearly.
- Conducted weekly classroom observations.

#### **Palm Beach Community College, Boca Raton, FL** August 2002 – January 2008

##### **Adjunct Instructor / DCF Instructor**

Provide training on:

- Child Development Associate (CDA), 30 hrs Family Child Care, 10 Behavioral Observation, First Aid and CPR for Child Care Worker, 30 hrs Child Care Worker, 10 hrs Special Needs, and 3 hrs Fundamental for Child Care.

#### **East Coast Migrant Head Start Project, Belle Glade, FL** July 2001 - September 2005

##### **Early Childhood Education Director**

- Adhered to all Head Start and Migrant Head Start policies and procedures for compliance.
- Designed, developed, and coordinated various professional development activities for parents, teachers, and assistant teachers regarding child development, child nutrition, child abuse and

neglect, brain development, etc.

- Reviewed employment applications, set up interviews, and hired new staff.
- Supervised thirty-five classroom teachers and coordinators.
- Reviewed and approved time sheets, vacation, and sick time.
- Provided technical assistance to classroom teachers and assistant teachers every week.
- Conducted observations of classrooms to ensure activities and lesson plans were implemented.
- Provided workshops for the parents on curriculum and literacy.
- I conducted developmental screenings of children three times during the season. Worked with children with behavioral problems and developmental delays weekly.
- Coordinated monthly meetings and activities with staff, the Parent Committee, and the Sub-Committee.
- Conducted environmental checklists, weekly and monthly reports regarding children's attendance, teachers, observations, implemented programs, parents' participation, parent meetings, special needs children, etc.
- Prepared the annual and monthly budgets for the center.

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## CERTIFICATIONS

- E-Learning Instructional Design Certificate (ATD)
- Introduction to Instructional Design Certificate (ATD)
- Designing a Learning Certificate (ATD)
- Project Management Certificate (Linked Learning, PMI)
- Leading Change (Linked Learning)
- SAMIS 3.0: Reimbursements and Reports (CSC)
- Master Instructional Designer Program (ATD)
- Advanced E-learning Instructional Design Certificate (ATD)
- Change Management (ATD)
- Management & Leadership Development Certificate (FAU)
- Results Driven Training Instructor Certificate (Center for Collaborative Planning at University of Kentucky)
- It starts with Us: Cultural Responsiveness in Early Education
- Critical Friends Group Certified Coach (NSRF)
- Happiness at Work Certification series: The Foundations of Happiness at Work, Mindfulness and Resilience to Stress at Work, Empathy and Emotional Intelligence at Work, and The Science of Happiness (University of Berkeley)
- CAPM Certification Overview and Practice Program (PMI)
- Transformational Coaching for Early Childhood Educators (Horizons in Learning)
- Cultural Responsiveness in ECE (Kembu 360)
- Racial Equity Latin (CSC)
- Racial Equity (CSC)
- TouchPoints (CSC)
- How to Excel at Managing and Supervising People and Leadership Development and team building (SkillPath)
- Implementing the Florida Standards for Early Childhood Education (Office of Early Learning)

- Conscious Discipline (Loving Guidance)
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## **COMMITTEES**

- Palm Beach State College Micro-Credential Committee
- Palm Beach State College Early Childhood Cluster Committee
- Palm Beach County Early Childhood Education Business Partnership Council Committee
- Florida Community College Early Childhood Educators' Network
- Children's Services Council of Palm Beach County Leadership Roundtable Committee
- Children's Services Council of Palm Beach County Strong Minds Leadership Committee
- Florida Informal Pathway Advisory Committee
- Commission on Professional Excellence in Early Childhood Education
- Children's Services Council of Palm Beach County Coffee Klatch, Marketing Committee
- BUILD Latinx Leadership Group