

# Kristen Conway

*Early Childhood Director / VPK Endorsed*

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## EXPERIENCE

Collage Day School, Ponte Vedra Beach, FL - Head of Lower School

September 2023 – present

- Provide modeling, coaching and support to the early learning community, staff, and leadership team
- Process student and staff information
- Maintain accreditation requirements and standards in both lower and upper school
- Responsible for all staff training and in-service
- Organize and maintain an efficient and effective school office and clinic that handles a variety of tasks for the administration, faculty, students, and families of the school

Learning Ladders Preschool, Jacksonville, FL — Preschool Director

January 2022 — present

- Responsible for the daily operations of the preschool
- Successfully completed Gold Seal Accreditation and Religious Exemption Accreditation
- Implemented CLASS
- Began a Transitional Kindergarten, Infant and Toddler program
- Instituted a STREAM program and resource center
- Works closely with the Pre School-Advisory Board on marketing and branding
- Serves on the Finance, Church Council and Church Staff Committees
- Responsible for annual fiscal budget and quarterly financial summaries

Geneva Presbyterian Preschool, Fruit Cove, FL - Preschool Director

February 2021 — January 2022

- Responsible for the daily operations of the preschool
- Responsible for all fiscal operations of the preschool including annual budget, state funding, grants, and donations
- Implemented contactless tuition payment system with automated billing
- Initiated and completed accreditation and attained Religious Exemption status
- Secured a Google Classroom license for teacher use and purchased Chromebooks for all staff
- Obtained a domain and designed a preschool website

St. John Paul II Early Learning Center, Ponte Vedra, FL - Center Director

July 2018 - February 2021

- Responsible for recruiting, screening, hiring, assigning, scheduling, supervising, training, and evaluating staff
- Maintained an environment that conforms to government and agency standards
- Planned and executed an on-going program that contributes to the emotional, physical, and moral development of the child
- Reported as required to government agencies (DCF, OEL, DOH)
- Created and implemented curriculum
- Created opportunities for parents to participate in center activities and be an active part of their child's growth and development

Notre Dame Catholic School, Spring Hill, FL – Music Teacher  
August 2010 - May 2015

- Taught music in K-8 school including 3yr & 4yr olds

St. Dominic High School, Oyster Bay, NY - Music Teacher  
September 1998 - June 2006

- Taught instrumental music and performance grades 9th-12<sup>th</sup>

#### EDUCATION

Long Island University, C.W. Post Campus - BFA Music Ed.

University of North Florida (enrolled) – BS/MEd Early Ed.

#### TRAINING & CREDENTIALS

Director's Credential w/ VPK Endorsement

CDA/Staff Credential DCF 45 hrs

CPR/AED/First-Aid

#### REFERENCES

Michael Masi  
Principal

Monica Huggins  
Preschool Director

Jamie Mulgrew  
Preschool Director

Rhonda Rodes  
Asst. Superintendent

