

Tomica King-Jackson

Personal Profile (54 Y.O. AAF)

- Kappa Delta Pi International Honor Society in Education
- Phi Sigma Theta National Honor Society
- Healthy Start of Madison, Jefferson and Taylor Counties (Board Member 2003-2021)
- Florida Notary Public
- ELC Big Bend Region (Board Member 2020-2024)
- FLAEYC (Board Member 2022-Present)

Education

Walden University

Master of Science, Early Childhood Studies – Concentration: Administration, Management, Leadership
(April 2018)

Bachelor of Science, Child Development (Preschool) Degree (November 2010)

Florida Agricultural and Mechanical University

(Early Childhood Classes)

Tallahassee Community College

Associate of Science Early Childhood Education (April 2006)

Experience

Professional Experience

North Florida College (August 2022 – Present)

- **Early Childhood Educator Adjunct**

The Children's Forum (May 2018 – April 2022) 7:30a-4:30p

- **Scholarship Counselor**
- Job Function: Duties include being responsible for career development counseling, coursework oversight and ongoing support to T.E.A.C.H. participants. Serve as a liaison with community colleges and other educational entities.
- Review and process applications for the T.E.A.C.H. program.
- Generate award letters and necessary forms.
- Review recipient files to monitor the scholarship components.
- Process and track all invoices for payments and reimbursements.

- Assist recipients and center directors/owners with T.E.A.C.H. enrollment forms.
- Counsel recipients about course selection.
- Assist in outreach efforts that include, but are not limited to, presentations.
- Respond to requests for information and applications.
- Maintain professional and courteous relationships with community colleges.
- Maintain accurate records on the database and records on file.
- Coordinate financial arrangements with participants, directors, and educational providers.
- Ensure that all required paperwork is complete and correct and perform billing as required.
- Attend meetings, trainings, workshops and conferences as assigned that are related to this position.
- Assume any and all other duties as necessary for the successful implementation of program as assigned by the supervisor and/or the President/CEO.
- Abide by the policies and procedures as set forth by the Children's Forum Board of Directors.

Our Blessings Early Learning Center (2005-Present)

- **Center Owner/Director**
- Responsible for hiring, supervising, and training staff within State guidelines. Executed curriculum and activities that contributed to the growth, education, and development of the students. Purchased supplies, equipment, food, etc., while operating within fluctuating guidelines. Developed community partnerships and marketing strategies for the school. Provided a fun atmosphere that supported the education and safety of the children in our center.

Professional Experience

Our Blessings Early Learning Center (2005-2018)

- Voluntary Pre-Kindergarten Teacher
- Provided a fun, educational atmosphere for VPK students. Planned and executed indoor/outdoor experiences appropriate to the developmental levels of the students. Interacted physically and verbally throughout the day. Assisted children with their personal hygiene, served meals, ate with the children, and assisted with clean up. Established and maintained a classroom environment that utilized space, materials, routines, and guidance techniques to effectively facilitate physical, social/emotional, and intellectual development. Enriched the classroom with teacher-made materials and displayed children's artwork. Maintained a clean, sanitary, attractive and well-organized classroom. Planned and carry-out conferences with parents. Maintain effective interpersonal interactions with children, parents, and staff. Maintained complete confidentiality at all times.

Field Clinical

Jefferson Elementary School

Head Start

FAMU DRS

Springwood Elementary

Activities

- Deaconess (Casa Bianca Missionary Baptist Church, Monticello, Florida)
- Sunday School Teacher (Casa Bianca Missionary Baptist Church, Monticello, Florida)
- Youth Ministry Leader
- Second Harvest of The Big Bend Region (Fighting Hunger) Community Distribution Provider