



Principal.

VIELBAUM CONSULTING San Mateo, CA

June 2016-Present

- Consult with parents on Special Education evaluations, services, and school placement
- Assist private schools in developing special education support platforms
- Collaborate with parents, outside providers, and school personnel to design IEP and 504 educational plans to allow children to thrive at school in a safe, supportive environment, with specific measureable goals.
- Educate parents and community organizations with presentations involving the powers granted through IDEA and the Americans with Disabilities Act ADA
- Provide ongoing support and advocacy to parents, including attending school meetings and annual IEP's

Assistant Head of School.

CHARLES ARMSTRONG SCHOOL Belmont, CA

August 2015 – June 2016

- Facilitating a smooth transition for the New Head of School
- Continue to improve faculty and staff moral through an expanding Community Building initiative
- Participate in major donor meetings with Head
- Formed and managed a Program Committee to assist the Head with continuing school program improvements
- Direct the School's Summer School Program
- Collaborate with Curriculum Team to build the Summer School program
- Recruit and hire Summer School Faculty
- Lead an orientation program for Faculty focusing on classroom management and parent communication
- Build and oversee the Summer School budget
- Manage and supervise all Faculty and Staff
- Assist with facilitating student referrals and parent communications, including academic reporting
- Oversee school operations during the Head's absence
- Continued responsibilities as Director of Admissions, Transitions, Marketing, and Community Relations



Interim Head of School.

CHARLES ARMSTRONG SCHOOL Belmont, CA

February 2015 - July 31, 2015

Operations:

- Finalized and oversaw the School's annual 9 million dollar budget
- Developed an improved compensation plan for Faculty and Staff, lowering the attrition rate by 75% during a time of transition and insitutional uncertainty
- Recruited and hired candidates to fill vacated positions as well as created two new positions to improve service delivery of our program
- Continued to document processes to improve the operations of the School, implementing classroom and department planning and tracking forms
- Collaborated with the Strategic Planning Committee to complete our Five Year Strategic Plan
- Teamed with the Governance Committee to research and vet new Board members

Curriculum/Professional Development:

- Developed a school wide iPad program to increase accessibility to learning tools and strategies for students
- Re-developed Middle School schedules to increase instructional minutes in Science, History and Literature
- Created a two week professional development program for faculty focused on curriculum and classroom management
- Headed a curriculum development team to create a new curriculum for writing and math and to redesign report cards

Fundraising:

- Collaborated with the Director of Development to acheive our annual fundraising goal of 2.5 million dollars
- Oversaw the fundraising strategies and activities for donor cultivation, solicitations and donor relations
- Attended meetings with major donors to solicit major gifts for the Annual and Capital campaigns
- Participated in donor appreciation activities with the Board

Community Building/Relations:

- Initiated a Community Building Program to improve Faculty and Staff moral
- Created an open door policy to improve communication with faculty and staff
- Implemented a weekly Faculty and Staff breakfast to build community and recognize individuals for their hardwork
- Held monthly Faculty and Staff meetings to discuss the state of the school during our transition
- Worked closely with the City of Belmont to improve neighborhood relations during a 5 million dollar capital campaign



Director of Admission/Transitions and Marketing.

CHARLES ARMSTRONG SCHOOL Belmont, CA

July 2010 - February 2015

- Successfully met or exceeded annual enrollment goals each year
- Increased referrals by establishing an outreach program with mainstream schools
- Updated Admissions operations by launching new admissions and enrollment software as well a digitized application process
- Improved data collection and analysis to guide enrollment strategy and vision
- Improved the effectiveness of the school's Transition Program
- Successfully transitioned over 500 dyslexic students to Bay Area schools
- Increased student acceptance rate by 50%
- Ensured that 95% of our students were accepted to their top choice schools
- Implemented a parent education transition program to enable parents to navigate the special education system
- Led an overhaul of the School's marketing efforts
- Initiated and directed a complete re-branding of all school collateral including the redesign of the school website.
- Directed internal and external communications, including website, e-mail, monthly newsletters, and annual reports
- Developed a social media plan
- Coordinated the school's community relations effort
- Worked with the City of Belmont to insure the continuation of our Certificate of Use Permit
- Built and nurtured a relationship with our Belmont Community by actively engaging city officials at town meetings and working with our neighbors on environmental enhancements to the school campus

Director of Summer School Program.

CHARLES ARMSTRONG SCHOOL Belmont, CA

July 2009 - July 2011

- Recruited and hired summer school faculty
- Oversaw curriculum program
- Supervised and managed faculty
- Managed academic reporting to parents
- Led weekly faculty meetings
- Created orientation program for summer school faculty
- Assisted with facilitating student referrals and parent communication
- Served as a consultant to faculty in matters of classroom management



Director of Development/Transitions, and Marketing.

CHARLES ARMSTRONG SCHOOL Belmont, CA

June 2005 - July 2010

- Successfully met or exceeded the annual operational fundraising goal of 1 million dollars
- Created and managed two major donor specialty campaigns raising over 3 million dollars
- Managed and developed special events to drive annual revenue and increased the institutional profile to ensure that cultivation and stewardship targets were maximized.
- Developed a formal foundation program, increasing grant revenue by over 70%
- Successfully recruited, motivated, and retained teams of staff, board, and volunteers
- Implemented a Major Donor Cultivation plan to increase stewardship and annual donations
- Collaborated with the Board Development Committee Chairs to improve the overall effectiveness of Board fundraising by 30%
- Served as a staff member on the Finance Committee
- Assisted with facilitating student referrals and parent communication
- Served as a consultant to faculty in matters of classroom management

Board of Trustees.

CHARLES ARMSTRONG SCHOOL Belmont, CA

July 2003 - June 2005

- Served as the Chair of the Development Committee
- Served on the Finance Committee

Small Group Instructor.

CHARLES ARMSTRONG SCHOOL Belmont, CA

September 1996 - January 1998

- Worked collaboratively with Lead Homeroom Teacher
- Under supervision, planned and implemented curriculum for remedial Language Arts/Math instruction in small group settings
- Facilitated a supportive and safe classroom environment where students with learning difference are encouraged, and where their contributions are valued



Advocate/Mediator.

COMMUNITY ALLIANCE FOR SPECIAL EDUCATION (CASE), San Francisco, CA
January 1998 to May 2005

- Worked with parents, outside providers, and school personnel to design IEP and 504 educational plans to allow children to learn at school in a safe, supportive environment
- Assisted parents and community organizations with intake phone sessions, meetings, and community presentations revolving around powers granted through ADA and IDEA
- Collaborated with teachers, school specialists, and administrators to develop specific, measurable goals on IEPs and 504s

EDUCATION

Golden Gate University, San Francisco, CA
B.S. Business Administration
San Francisco State, San Francisco, CA
M.A. Special Education (equivalent)

SKILLS

- Proficient in Word, PowerPoint, Excel, Outlook, Raiser's Edge, and File-Maker Pro
- Knowledge of special education law (IDEA and ADA)
- Experience constructing both 504 and IEP Plans
- Familiar with Bay Area schools and their special education resources

AFFILIATIONS

- Board of Trustees Mid-Peninsula High School.
- Advisory Board for the Parent Education Network Silicon Valley
- Member of the Council of Parent Attorneys and Advocates
- Member of the Bay Area Admissions Directors
- Member of the International Dyslexia Association
- Member of the Learning Disabilities Association
- Member of the Dyslexic Advantage