

Kelli Parrish-Muncher

Counselor

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Mr. Matthew Monson, Principal
Loveless Academic Magnet Program High School
3440 McGehee Road
Montgomery, AL 36111

May 27, 2021

Dear Mr. Monson:

I am sincerely interested in speaking with you about the counseling position that is open at LAMP High School. I have seventeen years of experience in the field of education, having served as a counselor for ten years and a special needs teacher for seven years. I have worked in a variety of school settings ranging from a K-12 all the way to 7A high schools in the state of Alabama.

Strengths and areas of focus and experience include:

- Lead counselor
- Interpersonal skills — consistently professional and approachable
- Technology in both instruction and logistics
- Readily available to serve student needs
- Student advocate
- College and career planning
- Student visibility — provided opportunities within the community and surrounding areas for student growth and achievement
- Achievement — providing encouragement, college and career advice, and plans of action for students who are not on track for promotion; helping to incorporate the use of ClassWorks and Reflex math in the k-8 level to help close the achievement gap; helping to raise overall performance on state assessments
- Workforce Readiness — providing resume writing and interview guidance and real-life experience for students seeking employment and acceptance into the Eden Career Technical Center and for employment, post-graduation. Providing career discoveries and exploration lessons to seventh and eighth grade students so that they have a better understanding of the career clusters and the available opportunities

I believe that my cooperative and enthusiastic mindset, as well as my skill set and experience, would make me an asset to your students and faculty. One of my greatest strengths is my complete dedication and advocacy for the well-being of all students. I have made it a goal in my career to work to make sure student needs are met, no matter what circumstance the student faces. My extended experience and success in special needs and other classroom environments exceptionally qualifies me to help meet the needs of every student. I have developed the ability to effectively communicate with students, regardless of background, and to foster relationships with their parents and guardians. Even when that ability is tested, I will go to any length to make sure that the student is heard and the needs are met - whether emotional or academic; college-ready or workforce-bound.

I look forward to meeting with you about this position at your earliest convenience.

Sincerely,



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Profile

I am exceptionally responsible, diligent, hard-working, energetic, articulate, passionate, resourceful, affable, and creative. I believe that students needs are what drive any curriculum and my role as a professional school counselor

Professional School Counseling Experience

Professional School Counselor, McAdory High School; McCalla, AL August 2020-current

- Received Jefferson County Counselor of The Year for 2020-2021
- Junior/Senior Counselor
- Building Test Coordinator
- JCAP Advisory administrator for grades 9-12
- Implemented the use of ACT Online Prep and Work Keys Curriculum to increase test scores for grades 10-12
- Implemented practice ACT sessions for students to participate in to increase test scores
- Alabama School Counselor's Association Conference Presentation: "Building a Guidance Program From the Ground Up"
- Provided professional development to faculty and staff on issues Such as: Erin's Law, The Jason Flatt Act, testing protocol and security
- Created master schedule
- Responsible for all course registration and scheduling of students
- Class of 2021 earned over ten million dollars in scholarship monies, tripling the amount that had been earned under previous counselors
- Increased dual enrollment participation
- Supervised internship

Professional School Counselor, St. Clair County High School; Odenville, AL November, 2018-June 2020

- Junior/Senior Counselor
- Building Test Coordinator
- Implemented Reach Advisory program for grades 9-12
- Implemented the use of ACT Online Prep and Work Keys Curriculum to increase test scores for grades 10-12
- Implemented practice ACT sessions for students to participate in to increase test scores
- Implemented Junior College Fair, the first of its kind in the county
- CLAS Presentation: Mental Health 411
- Provided professional development to faculty and staff on issues Such as: Erin's Law, The Jason Flatt Act, testing protocol and security
- Secured SCCHS as an ACT testing site for the fall of 2020 and beyond
- Created master schedule
- Responsible for all course registration and scheduling of students
- Class of 2020 earned over three million dollars in scholarship monies
- Class of 2019 earned over two and a half million dollars in scholarship monies
- Class of 2020 had 87% Work Keys Certification Attainment

Professional School Counselor, Verbena High School; Verbena, AL 2015-November, 2018

- Coordinated with local career coach and career tech center to design activities to complete four year plans, college planning, and test taking skills
- Problem Solving Team facilitator and data manager
- Coordinated with local agencies to provide information to students and parents on bully prevention, cyber safety, and personal safety
- Provide professional development to faculty and staff on issues such as: Erin's Law, The Jason Flatt Act, testing protocol and security

Professional School Counselor, Clanton Middle School; Clanton, AL 2013-2014

- Problem Solving Team facilitator and data manager
- Helped create four-year plans and examine courses for college or career readiness
- Coordinated with local agencies to provide information to students and parents on bully prevention, cyber safety, and personal safety

- ASCA Bully Prevention Specialist certification

Behavior Intervention Specialist, Central Middle School; Rockford, AL 2010-2013

- Coordinated with ITS on creating and implementing a problem solving committee in correlation with the Transformation Grant for Central Middle School
- Created, implemented, and monitored all behavior intervention plans for students in the district
- Provided counseling for students with behavioral needs
- Worked with agencies to ensure that students received all special needs services provided by outside agencies

Classroom Teaching Experience

Special Needs Teaching Experience

Radney Elementary School; Alexander City, AL — 2014-2015

Haleyville High School; Haleyville, AL — 2007-2009

Thompson High School; Alabaster, AL — 2005-2007

Perry Mid High School; Perry, OK — 2004-2005

General Classroom Teaching Experience

Kindergarten, Oilton Elementary School; Oilton, OK — 2003-2004

Education

University of West Alabama, Livingston, AL

Education Specialist in School Guidance and Counseling

University of West Alabama, Livingston, AL

Master of Science Education in School Guidance and Counseling

Oklahoma State University, Stillwater, OK

Master of Science in Teaching, Learning and Leadership
with an Emphasis in Curriculum Theory and Design

Samford University, Birmingham, AL

Bachelor of Science in Education,

Early Childhood/Elementary/Special/Collaborative Education

Certification and Highly Qualified Status

Class AA Certification-School Guidance and Counseling Class

Class A Certification-School Guidance and Counseling

Class B Certification -English Language Arts Certification grades 6-12

Class B Certification-Early Childhood, Elementary, Collaborative, Special Education grades P-6

Community Involvement

- Birmingham United Soccer Association coach
- Alexander City Youth Soccer, Board of Directors Member
- First Presbyterian Church, Alexander City
 - Church Member
 - Choir Member
 - Hand Chimes Performer and Coordinator
 - Assisted in Coordinating Summer Day Camp

References

- Corey Collier, Assistant Principal, McAdory High School, 256-682-6754
- Gina Wilson, Counseling Coordinator, St. Clair County Schools, 205-405-0302
- Todd Davis, CTE Director, MPACT, Montgomery County Schools, 205-966-4845
- Robin Miller, Exceptional Education Teacher, McAdory High School 205-522-6995
- Hannah Strength, Counselor, McAdory High School,
- Robby Sauers, Teacher, St. Clair County High School, 205-834-4846