

HEIDI LYNN LOTH SPEICH

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Swiss Permit C

QUALIFICATIONS

2014 - 2019	Washington State OSPI	Continuing Washington State Teaching Certificate
2008	Washington State OSPI	Washington State Residency Administrator Certificate
2008	University of Phoenix	MA Administration and Leadership
1998	Western Washington University	BA Education Certificate: Special Education K-12 Certificate: Elementary Education K-8

EMPLOYMENT RECORD

2011 - Present	Campus des Nations, Pregny Campus	Assistant Principal
2014	Campus des Nations, Pregny Campus	Acting Principal
2009 - Present	Campus des Nations, Pregny Campus	Extended Support Program Coordinator/Teacher
2005 - 2009	Arrowhead Elementary School, WA, USA	1/2/3 Contained Learning Center Teacher
2004 - 2005	Ridgeway Special School, Warwick, UK	Year 2 Teacher
2000 - 2004	Arrowhead Elementary School, WA, USA	1/2/3 Contained Learning Center Teacher
1998 - 2000	Westhill Elementary School, WA, USA	1/2/3 Contained Learning Center Teacher
1998	Bear Creek Elementary School, WA, USA	Primary Learning Center Teacher

PROFESSIONAL WORK EXPERIENCE

OVERVIEW OF ASSISTANT PRINCIPAL RESPONSIBILITIES, 2011- PRESENT

Pedagogical & Administrative Leadership

- Pedagogical & administrative leadership in a PYP school for 180 students ages 3 to 7 years
- Systems and routines for the smooth running of daily events
- Writing of PYP SEN Guidelines
- Development of PYP Language Guidelines
- Implementation of PSPE program

Governance & School Community

- Ongoing collaboration and articulation of school goals with staff and parents
- Building supportive relations with the parent community
- Ongoing communication with all stakeholders, including communication with parents through newsletters, parent workshops and open-house events

Learning Environments & the IB Learner

- Development of a shared understanding of stimulating learning environments and teaching practices for a child-centred pedagogy
- Development of a shared understanding of the pedagogy of play and its importance in learning
- Facilitation of student support services for learning and pastoral care
- Overview of enrichment activities and after school activities for students

Program Development & Evaluation

- Coordination and delegation of tasks for the IB self-study and evaluation visit
- Review of assessment data for analysis of school trends and needs
- Development of school Action Plan aligned with recommendations from the IB evaluation

Accreditation & Evaluation Visits

- Council of International Schools (CIS) 2016
- IB PYP Evaluation visit 2017

Human Resources

- Recruitment processes and implementation of sustainable staffing plan
- Annual appraisal for staff

Professional Development

- Planning for weekly staff professional development
- Planning for School and Campus PED Days
- Upskilling of teaching strategies and differentiation methods

Systems & Routines

- Creating staff and student timetables
- Development of systems for playtime and student transitions
- Coordination of weekly assemblies, whole school events, and community events
- Supervision of Emergency procedures (evacuation and lockdown)

Admissions

- Review of student files
- Parent tours

OVERVIEW OF PROFESSIONAL RESPONSIBILITIES, 2009 – PRESENT

- Human Resources & Professional Development**
 - Staff appraisals
 - Identify and facilitate professional development linked to appraisal goals
 - Ecolint Institute of Education workshop facilitator

- Inclusion & Differentiation**
 - Coordination of school wide workshops and trainings in differentiation
 - Facilitate and manage Individualized Education Meetings and Student Support Group meetings with parents, specialists and staff
 - Establish links within the community
 - Review admissions files, meet with prospective families, liaise with specialists and therapists
 - Development of PYP SEN Guidelines and informational brochure

- School Management Systems**
 - Supervision schedules
 - Teaching materials orders and distribution
 - Timetables

- Coordination of School Events**
 - School assemblies
 - School ski days

- Parent Communication**
 - Parent admissions tours
 - SEN information sessions
 - Curriculum presentations

- Budget**
 - Responsibility for ESP operational, capital, and therapy budgets

- Extended Support Programme Teacher**
 - ESP teacher responsibilities for student learning through the Programme of Inquiry from Pre-Reception to Year 2
 - Collaborate with Year Level teachers on differentiation of PYP lessons, mainstreaming, & inclusion schedules
 - Mentor Year 6 students preparing for the Exhibition
 - Develop Individualized Educational Plans with input from all team members, develop behavior management plans, provide pastoral support
 - Implementation of therapeutic horseback riding program

PROFESSIONAL DEVELOPMENT

PARTICIPATION IN PROFESSIONAL DEVELOPMENT

- 2018 Principal Training Course - Supervision and Feedback
- 2017-2018 The Power of Inquiry PLC's
- 2017 Education Across Frontiers - Cognitive Coaching Part 1
- 2017 Principal Training Course - Leadership and Team Dynamics
- 2009-2017 SEN Workshops and Conferences
- 2009-2016 IB PYP Regional Workshops and Conferences
- 2015-2016 Gifted Education & Higher Order Thinking - Modules 1-9
- 2009-2013 First Steps Reading, Writing, and Math Workshops

FACILITATION OF PROFESSIONAL DEVELOPMENT

- 2017-2018 Institute of Education PGCE facilitation of professional workshops
- 2017-2018 Institute of Education Assistant Training Course facilitation of professional workshops
- 2017-2018 Pedagogy of Play facilitation of professional workshops
- 2014-2015 Introduction to the PYP facilitation of professional workshops

REFERENCES

References are available on request and include my most recent line managers. I prefer to let people know in advance when they may be contacted.