

# **Dianna Zink**

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Louisville, Kentucky 40220**

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## **EXPERIENCE**

### **2014 – Present Faculty – Early Childhood Education**

#### **College of Education and Human Development - University of Louisville**

Trainer and curriculum specialist for Child Development Associate degree trainings through the University of Louisville/Ohio Valley Education Consortium (OVEC) Partnership grant

Developed 120 hours of curriculum and instructed Child Development Associate candidates in all areas of competency for certification through the National Association of Education of Young Children. Provide support throughout the process, developing the professional portfolio, observing candidates as part of their final assessment and providing support for their final written exam.

### **2010 – 2014 Director - Early Learning Campus – University of Louisville**

#### **Guided the center to achieve NAEYC Accreditation**

Perform personnel administration duties which include hiring, payroll, setting pay schedules, staff evaluations, and instructional leadership.

Handle crisis management on a daily basis through parent/staff/child conferences as needed.

Develop a marketing management plan to reach out to and inform the community.

### **2009-2010 Principal – Leonard Elementary Oxford Community Schools, Oxford, Michigan**

Promotion and implementation of the Model Schools program developed by Dr. Willard Daggett.

Encourage use of the Successful Practices Network for the learning environment by teaching staff.

Work with instructional staff to meet assessed needs of students and close achievement gaps.

Act as liaison between the school and community, encouraging participation in school activities.

Responsible for the administration, supervision, and evaluation of the teaching and ancillary staff.

Conduct regular meetings with professional and support staff for the effective operation of the school, as well as participation in district meetings.

Manage the school's budget and expenditure of funds.

### **1996-2010 Director of District Early Childhood Center Oxford Community Schools, Oxford, Michigan**

Manage 14 early childhood and child care programs at multiple sites, utilizing 45 employees while serving 600 families throughout the district.

Apply for licensing renewal for 5 sites every two years, as well as, purchasing, grant writing, setting tuition costs, and managing 3 budgets totaling \$953,000.

Perform personnel administration duties which include hiring, payroll, setting pay schedules, staff evaluations, and instructional leadership.

**2000-2006 Early Childhood Trainer** Oakland County Child Care Council Keego Harbor, Michigan

Developed 120 hours of curriculum and instructed Child Development Associate candidates in all areas of competency for certification through the National Association of Education of Young Children.

**1998-2000 Early Childhood Consultant** Oakland Family Services, Pontiac, Michigan

Monitored and evaluated early childhood programs funded by the State of Michigan using the Program Quality Assessment (PQA) tool.

**1993-1996 Teacher** Oxford Community Schools, Oxford, Michigan

Preschool teacher for children “at risk” and for Kindergarten Enrichment

## **EDUCATION**

**2009 15 Credit Hours - Specialist in Leadership** Oakland University, Rochester, Michigan

**1993 M.A., Early Childhood, Minor: English** Eastern Michigan University, Ypsilanti, Michigan Early Childhood Specialist

**1975 B.S., Psychology, Physical Education** Florida Southern College, Lakeland, Florida

## **CERTIFICATIONS**

**Kentucky Professional Certificate-Rank II** KIE-Interdisciplinary Early Childhood, Birth to Primary KEL-Elementary School, Primary through Grade 5

### **Elementary Provisional Certificate**

State of Michigan K-8 Self Contained Class Pre-K-K Early Childhood Specialization 6-12 Psychology, English

**Certified Trainer** High/Scope Curriculum, Infants – Junior High School

**Certified Trainer** Second Step, A Violence Prevention Curriculum