

JENNIFER L. FETTIG
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PROFESSIONAL OBJECTIVE:

To serve Holly Area Schools and the Community in a full-time school Administrative CTE position where I can utilize my education, excitement and experience in a leadership role to empower students, staff, stakeholders and the community in making decisions around career, college and business opportunities.

PERSONAL ATTRIBUTES:

- Excited, Enthusiastic and passionate about education*
- Possess integrity, sincerity, honesty*
- People person; relationship builder*
- Committed to growth of staff and students*
- Skilled in team-building and collaboration*
- Life-long learner*
- Exceptional Organizational Skills*
- Strong sense of community*

EDUCATION:

Oakland University
Auburn Hills, Michigan 2014-2016
Educational Specialist in Leadership

Central Michigan University
Mt. Pleasant, Michigan 2003-2006
Master of Arts- Guidance and Counseling
Licensed in School and Clinical Counseling, LPC

Central Michigan University
Mt. Pleasant, Michigan 2/1999-12/1999
Master of Arts- Educational Leadership Administration
Emphasis in CTE and Business Management/Finance

Central Michigan University
Mt. Pleasant, Michigan 1992-1996
Bachelor of Science- Business Management, Marketing and Finance
Major-Business Marketing
Major-Communication
Bachelor of Art- Secondary Education

LICENSURES/CERTIFICATIONS:

- NCC- National Certified Counselor
- Vocationally Certified in Marketing and Business-CTE
- Risk Management Certified for Child Labor- Michigan
- Advanced Certified Trauma Practitioner and Trainer
- Oakland County TeCIP trained and certified trainer
- 5 D+ Rater Reliability Certified
- Certified Restorative Practices Practitioner and Trainer

PROFESSIONAL EXPERIENCE:

HOLLY AREA SCHOOLS-(2022-Present)

Holly, Michigan

Director of Career Programming and Business Partnerships-(2022-Present)

- Implementation of Career Readiness K-12
- Facilitates and Develops events and activities to ensure Oakland County Career Readiness Targets are met
- Created a District Career Readiness Team
- Career and Technical Education County and State Reporting
- District MTSS Co-Chair
- Evaluates and implements CTE staff growth using 5 D+ rubric
- Builds business partnerships for Preapprenticeship and apprenticeship opportunities.
- Hosts Career Readiness District Events:
 - Professional Trades Night
 - College Night
 - Stem Night
 - Implementation of Project Lead the Way Curriculum

Assistant Principal- (2013-2022)

- Discipline and At-Risk Intervention
- District Trauma and Restorative Practices Trainer
- District SEL co-chair
- District CTE Data Coordinator w/ Oakland Schools ISD
- Evaluates and implements staff growth using 5 D+ tools.
- Student Attendance and Pupil Accounting
- Staff Professional Development and Data Analysis
- Student Assessments (PLAN, EXPLORE, ACT, PSAT, SAT, ASVAB)
- Master scheduling and Staffing
- Incorporating and monitoring staff PLC's
- Creation and implementation of On-Line Credit Recovery Program
- Collaborating with Department advisors in communicating and implementing the School Improvement Plan.

School Guidance Counselor- (2010-2013)

- Advance Placement Exam Coordinator & MME/ACT proctoring
- Individual, Family, Career and College Counseling
- Worked with student information systems: CIMS and Skyward
- Academic Recovery and intervention (Aventa, AS, E2020)
- New Student Enrollment
- Individual and Master Scheduling
- Worked with Child Protective Services and in-house school Social Worker for both Special Education and regular education students
- Working knowledge of 504, IEPs, and Personal Curriculumums.

Business Education/Marketing Teacher (1997-2010)

- Taught Curriculum to the State and National Benchmarks
- Developed and Administered Common Assessment
- Developed, implemented and taught various Business courses (Hospitality and Tourism, Sport and Entertainment Marketing, Entrepreneurship, Marketing, Intro to Business, Business Law and MicroSoft Office)
- Led other Department members in development and revision of State Curriculum while facilitating Best Practice
- Evaluated and identified appropriate textbooks for numerous Business courses
- Risk Management training and certification
- Worked with Pupil Accounting and FTE
- Worked on, and passed 11 State Audits
- Building relationships with Community Business' and Entrepreneurs

LEADERSHIP EXPERIENCES/PROFESSIONAL AFFILIATIONS:

HAS District SEL/MTSS Co-Chair (2020-Present)

- Worked with a committee to establish District and building needs for SEL grant
- Presented a Trauma Workshop and certification at the annual Summer Conference.
- Researched and collaborated MTSS district initiative
- Planned and implemented 6-12 Parent Camp
- Coordinated and trained district staff and administrators in TeCIP

Michigan Association of Secondary School Principals-MASSP- (2013-Present)

- Trained in 5 D's teacher evaluation tool
- New Principal Bootcamp
- 5 D's Rater Reliability

Michigan Career Placement Association (2000-Present)

- E-Board and Regional Risk Management Auditor
- Conducted and participated in yearly student pupil accounting FTE state audits

Michigan School Counseling Association (2012-Present)

- Participated on team to design Counselor Evaluations for Michigan Counselors
- Lead Presenter in areas of personal curriculums and Bullying
- Worked with State public colleges in scholarship and recruiting information.

Department Head (September 2006-2013)

- District CTE/CFE Coordinator
- Building of Master Schedule
- Led Department through transition from Semester schedule to Trimester
- Designed and implemented state curriculum
- Participated in hiring process for incoming Business Department postings
- Annually budgeted and dispersed of CTE and Carl Perkins Funds
- Served as new teacher mentor.
- Participated in Report Card Committee
- Implemented NTHS and Global Trade Mission
- Piloted and Implemented laptop carts and SMART Boards

Michigan Marketing Educators (1996-2010)

- E-Board
- Designed and Implemented Curriculum at State and National Level
- Hosted and presented at Annual Professional Conference
- Designed test questions implemented into Business Education Subject Matter Test for State of Michigan

PROFESSIONAL DEVELOPMENT TRAINING

- Fielding International- Climate and Culture assessment and training-2022
- Oakland Schools PREPaRE Crisis Training, Susan Koceski, NASP -2022
- Disciplinary Literacy, Oakland Schools, Janelle Williams-2020
- Trauma Training and Certification- Starr Commonwealth- 2020-present
- Restorative Practices Facilitator and Trainer-IIRP-2019-Present
- MiCDA Annual Conference, 2015-Present
- RULER Training, Anchors of Emotional Intelligence at Yale University, 2017
- 5D+ Rubric Training, Rater Reliability Training, 2014-2015

REFERENCES: (Letters of recommendation upon request)

Libby Held

Principal

Huron Valley Schools
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Ellen Lounds

Director of Special Services-retired

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Educational Consultant/Instructor

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