

# Carmen Espinosa, M.Ed.

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## Professional Summary

Curriculum Development  
Instructional Leadership and Coaching  
Professional Development Specialist

Recruitment and Hiring  
Community Engagement  
Strategic Planning

## EDUCATION

Master of Arts in Education (Early Childhood Concentration)  
William Paterson University, Wayne, NJ 07470

May 2017

Teacher of Preschool through Grade 3 P-3 Certificate  
William Paterson University, Wayne, NJ 07470

May 2014

Bachelor of Arts – International Trade and Marketing  
Fashion Institute of Technology (FIT) SUNY

June 1999

## LEADERSHIP EXPERIENCE

National Institute for Early Education Research (NIEER)  
Research Project Coordinator I

November 2021-Present

- Planned and managed the data collection efforts in association with research and evaluation projects.
- Communicated and networked with research partners (district, staff, funders, external evaluators, research team, and university personnel) as needed with respect to the research agenda.
- Collaborated with the PI in the development and management of survey instruments.
- Collaborated with the PI in the development and management of IRB protocols on eIRB.
- Deployed and managed data collection efforts among data collection personnel.
- Worked to build strong, supportive relationships with educators and policymakers in the projects assigned.

La Casa de Don Pedro Head Start and Early Head Start  
Education Manager

April 2021- Nov 2021

- Implemented School Readiness Goals consistent with the requirements and standards of the Newark Public School District Office of Early Childhood Education and Head Start Early Learning Outcomes Framework (ELOF).
- Provided training, coaching and technical assistance, monitoring and supervision over the educational program components.
- Overseeing; directing and managing curriculum implementation, policies/procedures and tools across nine sites in the Early Childhood Education Division.
- Collaborated with the Leadership Team planning, coordinating, and implementing a wide range of professional development trainings for all teaching staff.
- Tracked and analyzed data to support children's outcomes.

- Monitored progress and assessment trends across tools (i.e., ECERS-3, ITERS, CLASS and TPOT).
- Collaborated with the Disabilities Deputy Director, the Center Directors, and teachers in aiding the children to achieve learning outcomes.
- Provide on-going assessment and improvement plan for each instructor, center and the overall program.
- Develop policies and procedures as needed.

## Passaic County Community College/Child Development Center 2019-2021

### Assistant Director

- Assisted the Executive Director with administrative tasks and the supervision of staff and children.
- Responsible for record keeping, family communication, advising and training volunteers and student interns.
- Served as the key person in charge of the afternoon wrap around program.
- Responsible for development, facilitation and oversight of parent involvement activities, and monthly workshops.
- Supervised and advised Human Services, Early Childhood Education, Psychology, Social Work and CDA students from local colleges.
- Assume leadership role when Executive Director was unavailable, utilizing leadership skills in handling day to day operations of the program.
- Assisted in conducting professional development in collaboration with District PIRT and Master teacher.
- Updated policy handbooks.

## Little People's Academy, Inc.

1999-2019

### Co-founder/Executive Director

- Oversaw the management, direction, operation, and accountability of the services delivered.
- Designed and coordinated education curricula inclusive of all children's needs.
- Identified, coached, and providing career development opportunities for staff and volunteers to help further the program's mission emphasizing the importance of the program achieving high standards of quality.
- Coached teachers on the use of Performance-Based Assessment (Teaching Strategies Gold) using coaching to fidelity tools.
- Responsible for coordinating and identifying training goals and objectives with all personnel to ensure compliance in all areas of services meeting educational state and federal regulations.
- Developed along with staff long-term strategies using reflective supervision and performance appraisal systems to ensure the success of the programs, activities, and services provided to families of diverse backgrounds.
- Developed partnerships and employed a culturally competent and flexible approach with parents, community leaders, and organizations to engage, support, and provide additional resources to families in need of special services.
- Lead annual self-assessment in collaboration with staff and families in examining the effectiveness of the program's operations (Strengthening Families Protective Factors.)
- Identified and researched appropriate referrals to social service programs for families.
- Represented and provided information about the program at related public events.
- Supervised, observed, and supported teachers in the classrooms to assess, coach, and make recommendations using reflective practice, individualizing teaching and modifying the environment to meet the needs of all children and their families (ADHD, Autism Spectrum and Speech).

- Conducted periodic follow-up contact as need to ascertain children and family progress in accessing community resources and programs.
- Served as a liaison between the program and local special education child study team and other social agencies.

**Fairleigh Dickinson University**-Becton College of Continuing Studies

Adjunct Professor

2018-present

- Planned, designed, and taught Child Development classes to undergraduate adult ELL students.
- Designed, and implemented interactive virtual and in person learning activities that further understanding, creating a positive and engaging learning environment.

**Grow NJ Kids Training Services**

2018-present

Adult Learning and Development Trainer

- Train and transfer knowledge on Evaluating and Supporting Early Childhood Teachers.
- Provide Developmental Screening training to English Language Learner providers in Spanish.
- Transfer knowledge on working with Dual Language Learners and Building Cultural Responsiveness.
- Provide insight, strategies, and tools to Strengthening Business Practices
- Revised translation and organized Spanish ASQ-3 (Developmental Screening Tool) PowerPoint presentation for accuracy and proper translation from its English version.

**RECOGNITIONS AND AWARDS**

PBS KIDS Early Learning Champion role:

2018-Present

- Forge pathways for professional growth: build relationships with the community.
- Create content, develop, and implement ideas to improve peer leadership skills.
- Find innovative, exciting, and developmentally appropriate ways to integrate media and technology into teaching and learning practices.
- Organize and conduct Ed Camps for teacher, providers, and parents.

**PROFESSIONAL AFFILIATIONS**

National Association for the Education of Young Children NAEYC

ZERO TO THREE, Council for Professional Recognition CDA, Family Success Center Advisory Committee, Infant-Child Health Committee Partner.

**PROFESSIONAL SKILLS**

Skilled in Microsoft Office Suite, PowerPoint, Web designer, Excel. Fluent in Spanish

References furnished upon request.