

Curriculum Vitae
Frank Dykes, Ed.D.
Professor
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Tyler, Texas 75799
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Education

Doctor of Education

Educational Leadership

Stephen F. Austin State University, 2005

Dissertation: *Reducing Overrepresentation of African Americans in Special Education Programs in East Texas Elementary Schools: A Multi-Case Study*

Masters of Special Education

Special Education

The University of Texas at Tyler, 1996

Bachelor of Science in Elementary Education

Specialization: Reading

The University of Texas at Tyler, 1988

Professional Licensure and Certifications

State of Texas Superintendent Certification, 2023 (Expires 2/28/2029)

State of Texas Educational Diagnostician Certification, 1996 (Life)

State of Texas Mid-Management Administration Certification, 1999 (Life)

State of Texas Generic Special Education Certification, 1996 (Life)

State of Texas Elementary Self-Contained Certification, 1998 (Life)

State of Texas Elementary Reading Certification, 1998 (Life)

Academic Appointments

September 2019-Present

Professor, The University of Texas at Tyler (Tenured)

- Teach graduate and undergraduate coursework in online, hybrid, and face-to-face format
- Serve on university, college, and departmental committees
- Program advising and recruitment
- Supervise interns in educational diagnostician program
- Develop online courses
- Serve as a graduate faculty advisor for students in the educational diagnostician program
- Conduct research

September 2013-September 2019

Associate Professor, The University of Texas at Tyler(Tenured)

Responsibilities

- Teach graduate and undergraduate coursework in online, hybrid, and face-to-face format
- Serve on university, college, and departmental committees
- Program advising and recruitment
- Supervise interns in educational diagnostician program
- Develop online courses
- Serve as graduate faculty advisor for students in the educational diagnostician program
- Set and maintain assessment data for educational diagnostician program
- Redesign educational diagnostician program to online course format with colleague, Dr. Jessica Rueter

September 2007-2013

Program Coordinator, Special Education

Assistant Professor, The University of Texas at Tyler

Responsibilities

- Program coordinator for Masters of Special Education
- Teach graduate and undergraduate coursework in online, hybrid, and face-to-face format
- Serve on university, college, and departmental committees
- Program advising and recruitment
- Supervise interns in educational diagnostician program
- Develop online courses
- Serve as graduate faculty advisor for students in the educational diagnostician program

- Set and maintain assessment data for educational diagnostician program

Other Work Experiences

August 2005-2006

Director of Human Resources, Marshall ISD

Adjunct Lecturer, The University of Texas at Tyler

Responsibilities:

- Manage recruitment and selection process, ensuring the hiring of top talent
- Establish a competitive and comprehensive compensation and benefits policy
- Build a performance management system to manage employee productivity effectively
- Develop learning and development programs to address performance gaps
- Oversee employee relations to cultivate a positive and respectful workplace culture
- Guarantee HR policies comply with labor laws and regulations

August 2004-2005

Director of Special Education, Marshall ISD

Responsibilities:

- Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)
- Represent the District in responding to TEA complaints, resolution, mediation and due process hearings Coordinate functions related to responding to complaints, requests for resolution, mediation or due process hearings
- Collaborate and consult with the district's legal counsel on all potential and active litigious cases Collaborate and assist with troubleshooting and investigating complaints from parents and staff
- Work collaboratively with parent advocates
- Attend IEP meetings as needed as an IEP facilitator and/or mediator
- Monitor and communicate legislative changes and new developments in special education law, and aligns forms, compliance processes and procedures to legal requirements

- Plan, train, implement and monitor a comprehensive system for auditing special education records (as part of the PBMAS program compliance review) to ensure compliance with state and federal laws and regulations
- Plan, train, implement and monitor a comprehensive system for data verification
- Systematically gather and use data to inform program improvement
- Provide training to district administrators and other staff regarding compliance issues

August 2001-2005

Director of Special Programs, Pine Tree ISD

Responsibilities:

- Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)
- Represent the District in responding to TEA complaints, resolution, mediation and due process hearings Coordinate functions related to responding to complaints, requests for resolution, mediation or due process hearings
- Collaborate and consult with the district's legal counsel on all potential and active litigious cases Collaborate and assist with troubleshooting and investigating complaints from parents and staff
- Work collaboratively with parent advocates
- Attend IEP meetings as needed as an IEP facilitator and/or mediator
- Monitor and communicate legislative changes and new developments in special education law, and aligns forms, compliance processes and procedures to legal requirements
- Plan, train, implement and monitor a comprehensive system for auditing special education records (as part of the PBMAS program compliance review) to ensure compliance with state and federal laws and regulations
- Plan, train, implement and monitor a comprehensive system for data verification
- Systematically gather and use data to inform program improvement
- Provide training to district administrators and other staff regarding compliance issues

August 1996-August 2005

Educational Diagnostician, Pine Tree ISD

Responsibilities:

- Assessment and measurement of students to determine educational need for special education
- Administer a battery of assessment instruments including intelligence and achievement as well as autism, behavior, and attention deficit hyperactivity screeners
- Analyze and interpret assessment data and determine placement options; Explain information regarding assessment results with appropriate individuals
- Schedule, organize, and conduct Annual, Initials, Failure, Discipline, and Transfer Admission Review and Dismissal meetings.
- Plan and implement professional staff development
- Draft policy and procedure for evaluation of students with learning disabilities
- Consult with special education and general education teachers regarding students with disabilities

August 1991-1996

General and Special Education Teacher, Pine Tree ISD

Responsibilities:

- Develop and implement lesson plans and Individual Education Plans

August 1998-1991

General Education Teacher, Jacksonville ISD

Responsibilities:

Develop and implement lesson plan

Journal Articles

Christensen, J. E. , Larson, K.E., & **Dykes, F. O.** (2021). Using a school-wide coaching framework to create safe and inclusive spaces for students who identify as LGBTQ. *Preventing School Failure: Alternative Education for Children and Youth*.

Rueter, J. A., **Dykes, F. O.**, & Masters, S. (2019). Employing a community of inquiry framework to understand graduate students' perceptions of supports in asynchronous online courses focused on assessment. *Journal of Human Services: Training, Research, and Practice*, 4(2), Article 4.

- Dykes, F. O., & Delport, J. L.** (2017). Our voices count: The lived experiences of LGBTQ educators and its impact on teacher education preparation programs. *Teaching Education*, DOI: 10.1080/10476210.2017.1366976
- Rueter, J. A., McWhorter, R. R., Lamb, J. H., & **Dykes, F. O.** (2016). Updated perspectives on educational diagnosticians' knowledge of reading assessments. *Current Issues in Education*, 19(1), 1-18.
- Rueter, J. A. & **Dykes, F. O.** (2015). Looking through the webcam lens: Reflections on moving assessment courses from face-to-face to online. *New Jersey Association of Learning Consultants Journal*, 1(1), 5-20.
- Dykes, F. O., & Thomas, S. B.** (2015). Meeting the needs of the hidden minority: Transition planning tips for LGBTQ youth. *Preventing School Failure*, 59(3), 179-185.
- Everling, K. M., Delello, J. A., **Dykes, F. O.**, Neel, J. L., & Hansen, B. M. (2015). The impact of field experiences on preservice teachers' decisions regarding special education certification. *Journal of Education and Human Development*, 4(1), 65-77.
- Dykes, F. O.** (2014). He needs to be tested! High-stakes testing and the impact of special education referrals of African American students in school. *Scholar-Practitioner Quarterly*, 8(4), 405-412.
- Thomas, S. B., Mallett, J. D., & **Dykes, F.O.** (2013). Family expectations: One dimension of effective family-teacher partnerships. *Research to Practice: K-12 Scholarship Journal*, 1(3), 4-25.
- Schmitt, A. L., Livingston, R. B., **Dykes, F.O.**, Scott. B. M., Galusha, J. M., Hua, S. B., & Garland, A. D. (2013). A theoretical model for measuring change: Reliable change index. *Research and Practice in the Schools*, 1(1), 1-7.
- Thomas, S. B., & **Dykes, F.O.** (2013). Families speak to early childhood teachers: Impressions and expectations. *SRATE Journal*, 22(2), 55-64.
- Stephens, T. L., **Dykes, F.O**, Proctor, C., Moon, G., Gardner, R. L., & Pethick, L. (2013). Ruling out exclusionary factors through the utilization of a response-to-intervention (RTI) model. *The DiaLog*, 42(1), 5-13.
- Dykes, F.O.**, Gilliam, B. K., Neel, J. L., & Everling, K. M. (2012). Peeking inside Pandora's box: One university's journey into the redesign of teacher educator preparation. *Current Issues in Education*, 2(15), 1-9.

- Thomas, S. B., & **Dykes, F.O.** (2011). Promoting successful transitions: What we can learn from RTI to enhance outcomes for all students. *Preventing School Failure, 1*(55), 1-9.
- Wright, G., Gilliam, B.K., Gerla, J., & **Dykes, F.O.** (2008). Silent reading behaviors of struggling secondary readers. *Reading Improvement, 48*(3), 118-127.
- Dykes, F.O.** (2010). Transcending rainbow flags and pride parades: Preparing preservice teachers to teach gay and lesbian youth. *SRATE Journal, 19*(2), 36-43.
- Dykes, F.O.,** & Thomas, S. B. (2009). Research-based intervention strategies: Tools for the secondary principal's toolbox. *Principal Leadership, 11*(1), 26-31.
- Dykes, F.O.** (2009). RTI implementation challenges for rural elementary principals. *Southeastern Teacher Education Journal, 2*(2), 31-40.
- Dykes, F.O.** (2008). National implications: Overrepresentation of African Americans in special education programs in east texas elementary schools. *National Forum of Special Education Journal, 19*(1), 1-16.

Books

- Dykes, F.O.,** Rueter, J. A., & Zolkoski, S. (2024) *Everyday assessment for special education and inclusive classroom teachers: A case study approach.* Routledge

Scholarly Works in Progress

- Dykes, F. O.** (In progress) *Trials, Tribulations and Triumphs: Stories of Teachers who Identify as Transgender Working in Public Education*
- Dykes, F. O.** (In Progress) Selecting Appropriate test instruments in the assessment process. In E. Schultz and T. Stephens (Eds) *Educational diagnostician desk reference guide: Expert advice from expert diagnosticians*

Presentations

Blind-Referred

- Dykes, F. O., Rueter, J.A., & Gilpin, P. (2024).** *Forging Innovations: Education of Children with Disabilities in Belize and Its Implications on Teacher Preparation in the United States.* Conversation session presented at the Teacher Education Division Conference, Pittsburgh, PA.
- Dykes, F. O., Rueter, J.A., & Gilpin, P. (2023).** *Seas the day! Using video modeling to teach formal assessment asynchronously.* Conversation session presented at the Teacher Education Division Conference, Long Beach, CA.
- Dykes, F. O., Rueter, J.A. & Stephens, T. (2022).** *Teaching IQ testing in an online format utilizing video modeling.* Paper presented at the Council for Exceptional Children Annual International Conference, Orlando, FL.
- Fowler, S., Borger, C., **Dykes, F.**, Owiny, R., Maguire, E., & Mason, K. (2022, January). *Leading the Future-Collaboration Among Administrators and Special Education Teachers to Improve the State of the Profession.* Council for Exceptional Children. Orlando, Florida.
- Christensen, J. C., Larson, K. L., & **Dykes, F. O.** (2018). *Using a reflective framework to include students with disabilities who also identify as LGBTQ.* Paper presented at Council for Exceptional Children Annual International Conference, Tampa, FL.
- Masters, S., Rueter, J. A., **Dykes, F. O.** (2018, November). *Using Community of Inquiry to understand students' perceptions of supports in an online graduate program of special education.* Poster session presented at the annual meeting of the Teacher Education Division, Las Vegas, NV.
- Dykes, F. O. & Christensen, J. C. (2017).** *The lived experiences of LGBTQ educators and its impact on teacher education.* Paper presented at the Teacher Education Division Conference, Savannah, GA.
- Rueter, J. A., Masters, S. M., & **Dykes, F. O.** (2017). *Moving beyond the brick-and-mortar classroom: Students' perceptions of online learning.* Poster presented at Teacher Education Division Conference, Savannah, GA.
- Rueter, J. A. & **Dykes, F.** (2016, November). Video modeling: The top 10 steps for implementation. In Ruby Owiny & A. C. Stevens (Co-Chair), *Small Special Education Programs Caucus Symposium.* Symposium at the annual meeting of the Teacher Education Division, Lexington, KY.

- Rueter, J. A., **Dykes, F. O.** (2016). *An exploration of students' experiences of learning in an online graduate program*. Poster presented at the Council for Exceptional Children Annual International Conference, St. Louis, MO.
- Christensen, J. C., Delport, J., **Dykes, F. O.** & Larson, K. L. (2016). *Examining preservice special educators' capacity for working with LGBTQ youth with disabilities*. Paper presented at the Council for Exceptional Children Annual International Conference, St. Louis, MO.
- James, S. J., & **Dykes, F.O.** (2015). *Creating comprehensive professional learning networks: Increasing opportunities for research writing, and discussion*. Paper presented at the Teacher Education Division Conference, Tempe, AZ.
- Rueter, J. A., & Dykes, F.O.(2014). *Educational diagnosticians' knowledge of reading assessments*. Poster presented at the Council for Exceptional Children Annual International Conference, Philadelphia, PA.
- Rueter J. A., & **Dykes, F.O.** (2014). *Preparation and partnerships: How small programs strive for clinically rich experiences*. Paper presented at the Teacher Education Division Conference, Indianapolis, IN.
- Dykes, F.O.**, & Delport, J. (2014). *Our voices count: LGBTQ educator experiences and its impact on teacher preparation*. Paper presented at the Council for Exceptional Children Annual International Conference, Philadelphia, PA.
- Dykes, F.O.**, & Gilliam, B. K. (2012). *Addressing the critical needs of LGBT students with disabilities: Transition planning 101*. Paper presented at the Council for Exceptional Children Annual International Conference, Denver, CO.
- Thomas, S. B., **Dykes, F.O.**, & Hogan, L. (2012). *Family communication perceptions: Did the family hear what you thought you said?* Paper presented at the Council for Exceptional Children-Texas Annual Conference, San Antonio, TX.
- Dykes, F.O.**, Gilliam, B. K., & Neel, J. (2011). *Peeking inside Pandora's box: One university's journey into teacher education preparation*. Poster presented at the Teacher Education Division Conference, Austin, TX.

- Dykes, F. O.** (2011). *Effects on P-12 learners: What are the ways we measure and evaluate our candidates' effect on P-12 learners?* Paper presented at the Teacher Education Division Conference, Austin, TX.
- Dykes, F.O., Gilliam, B. K., & Hansen, B.** (2010). *Town and gown: Reforming teacher educator preparation through a university-school-community partnership.* Paper presented at the Teacher Education Division Conference, St. Louis, MO.
- Dykes, F.O.** (2010). *Keeping the plates spinning: Responsibilities in addition to teaching and scholarship.* Paper presented at the Teacher Education Division Conference, St. Louis, MO.
- Dykes, F.O., Gilliam, B. K., & Thomas, S. B.** (2010). *Differentiated instruction: Big ideas share!* Paper presented at the Council for Exceptional Children-Texas Annual Conference, Dallas, TX.
- Dykes, F.O.** (2009). *Transcending rainbow flags and pride parades: Preparing special education preservice educators to work with gay and lesbian youth.* Paper presented at the Council for Exceptional Children Annual International Conference, Nashville, TN.
- Dykes, F.O.** (2009). *They don't care how much you know until they know how much you care: Instilling an ethic of care in preservice educators.* Paper presented at the Teacher Education Division Conference, Charlotte, NC.
- Dykes, F.O.** (2009). *Transcending rainbow flags and pride parades: Preparing special education preservice educators to work with gay and lesbian youth.* Paper presented at the Teacher Education Division Conference, Charlotte, NC.
- Dykes, F.O. & Gilliam, B. K.** (2009). *Who will teach Patrick? The ying and yang of inclusion.* Poster presented at the Council for Learning Disabilities International Conference, Dallas, TX.
- Dykes, F.O., Thomas, S. B., & Gilliam, B. K.** (2009). *A pinch of this and a tablespoon of that: A recipe for accessing the general curriculum with standards-based IEPs.* Paper presented at the Council for Exceptional Children-Texas Annual Conference, Dallas, TX.
- Gilliam, B. K., Dykes, F.O., & Thomas, S. B.** (2009). *Preparing general education faculty to implement inclusive strategies in preservice programs.* Paper presented at the Teacher Education Division Conference, Dallas, TX.

Gilliam, B. K., & **Dykes, F.O.** (2008). *Preparing preservice teachers to teach English language learners with disabilities*. Paper presented at the Council for Exceptional Children Annual International Conference, Seattle, WA.

Thomas, S. B. & **Dykes, F.O.** (2008). *Data based decision-making*. Paper presented at the Consortium of State Organizations for Texas Teacher Education, Austin TX.

Dykes, F.O. & Thomas, S. B. (2008). *Preparing preservice teachers for academically diverse classrooms*. Paper presented at the Consortium of State Organizations for Texas Teacher Education, Austin TX.

Thomas, S. B., & **Dykes, F. O.**(2008). *RTI and transition: Beyond the great divide*. Paper presented at the Teacher Education Division Conference, Dallas, TX.

Dykes, F.O., & Thomas, S. B. (2008). *Practical intervention strategies for secondary students*. Paper presented at the Teacher Education Division Conference, Dallas, TX.

Gilliam, B. K., & **Dykes, F.O.** (2007). *Preparing preservice teachers to teach English language learners with disabilities*. Paper presented at the Teacher Education Division Conference, Milwaukee, WI.

Invited Presentations

Dykes, F. O. (2024). *Milestones & mastery: Unlocking & supporting your child's learning journey*. Presentation at Van Zandt County Sarah Norman Library. Canton, Tx.

Dykes, F. O., & Rueter, J. A. (2024). *Addressing the needs of students with learning challenges*. Presentation at San Pedro Junior College. San Pedro, Belize

Dykes, F., Rueter, J. A., Zolkoski, S. (2020, September) *Universal design for learning*. Presentation at the meeting of The Center for Excellence in Teaching and Learning Workshop Series. The University of Texas at Tyler, Tyler. TX

Delello, J. A., & **Dykes, F.** (2020, July). *Active Teaching Practices for the Pharmacy Educator. 2020 RTCP Workshop*. Virtual: The University of Texas School of Pharmacy.

- Dykes, F. O.** (2019). *Survival tactics for new assessment personnel*. Presentation at Council for Educational Diagnostics Conference. New Orleans, LA.
- Dykes, F. O., Rueter, J. A., & Zolkoski, S. M.** (2017). *Universal design for learning: The inclusive classroom*. Presentation at Tyler Junior College Faculty Training Program, Tyler, TX.
- Dykes, F. O., Rueter, J. A., & Zolkoski, S. M.** (2017). *The inclusive classroom: Implementing universal design for learning in the college classroom*. Presented at The University of Texas at Tyler, Center of Excellence in Teaching and Learning, Tyler, TX.
- Dykes, F. O.** (2016). *Pressures of a group: Gang violence, discrimination, and harassment Robert E. Cormier Symposium: An Interdisciplinary Forum on Hate, Bullying, and Terrorism*. Presented via virtual presence at Fitchburg State University, Fitchburg, MA.
- Dykes, F. O.** (2011). *The inclusive classroom*. Presented at The University of Texas at Tyler, New Faculty Induction Workshop, Tyler, TX.
- Dykes, F.O., & Thomas, S. B.** (2009). *Opening doors for all learners: Using differentiated instruction in the diverse classroom*. Presented at the Rose City Chapter of Phi Delta Kappa, Tyler, TX.

Grants

- Dykes, F.O., Rueter, J.A., Oliveras, Y., and Hickey, W.** (2024, Fall). *Design and Implementation of Special Education Teacher Professional Development Program*. The Government of Belize through the Ministry of Education, Culture, Science and Technology. \$360,000 (External)
- Dykes, F. O.** (2002, Fall). Patriot Pathways to Certification. Texas Higher Education Coordinating Board. Funded \$50,000 (External)
- Dykes, F. O.** (2017, Spring). Woodcock Johnson, Fourth Edition, University Outreach Program, Houghton Mifflin Harcourt, Boston, MA. Funded \$46,500 in clinical assessment instruments for educational diagnostician program. (External)
- Dykes, F. O.** (2007). RTI Implementation Challenges for Rural Elementary Principals. Dean Enhancement Grant, College of Education and Psychology, The University of Texas at Tyler, Tyler, TX. Funded \$3,000 (Internal)

Manuscript Reviewer

<i>Current Issues in Education</i>	2012-2015
<i>Southeastern Teacher Education Journal</i>	2007-2010
<i>Texas Public School Organization and Administration</i>	2015
<i>School Leadership Review</i>	2015-Present
<i>Scholar-Practitioner Quarterly</i>	2011-2012
TED Program Reviewer	2011-Present

University Teaching

Graduate

EDSP 5368 Educational Strategies for Special Education (Online)
EDSP 5366 Full and Individual Evaluation (Online)
EDSP 5370 Learning Theory as Applied to Students with Disabilities (Online)
EDSP 5365 Developmental Testing (Online)
EDSP 5360 Seminar-Learning and Neurological Disabilities (Online)
EDSP 5371 Individual Assessment of Cognitive Functioning/Wechsler Scales (Online)
EDSP 5364 Seminar: Assessment in Special Education (Online)
EDSP 5357 Practicum in Special Education (Online)
EDSP 5363 Behavior Disorders (Online)
EDSP 5350 Overview of Special Education (Online)
EDSP 5378 Administrative and Legal Issues in Special Education (Online)
EDSP 5362 Adolescents and Adults with Disabilities (Face-To-Face)

Undergraduate

EDUC 3230 Field Experience III (Hybrid)
EDUC 4322 Teaching Skills in EC-6 (Hybrid)
EDSP 3351 Managing and Instructing Diverse Learners (Hybrid)
EDSP 3354 Instructional Programming for Mild and Moderate Disabilities (Hybrid)
EDUC 3315 Texas Schools and Students (Hybrid)

EDUC 3356 Instructional Programming for Students with Moderate/Severe Disabilities (Face-to-Face)
EDUC 4376 Collaborating with Families and Communities (Face-to-Face)
EDUC 4365 Assessment for Instruction (Online)
EDSP 4269 Educational Strategies for Individuals with Special Needs (Face-to-Face)
EDSP 4360 Assessment and Collaboration (Face-to-Face)
EDSP 4350 Human Exceptionality (Online)
EDSP 4361 Learning Disabilities (Face-to-Face)

Professional Enhancement

Summer 2023-Online Instructor Certification. Office of Digital Learning, The University of Texas at Tyler

January 2022 – Common Misconceptions about Qualitative Research. The University of Texas at Tyler.

February 2020 – CEDS Showcase: Conducting Assessments of Young Children from Diverse Backgrounds. Council for Exceptional Children, Portland, OR.

April 2019 – Dyslexia Webinar. Texas Education Agency.

January 2019 – CEDS Showcase: Independent Educational Evaluations in Due Process Hearings: Issues and Outcomes. Council for Exceptional Children, Indianapolis, IN.

December 2018 – Fourth Annual UT Tyler Education Law Conference participant, Tyler, TX.

December 2017 – Third Annual UT Tyler Education Law Conference participant, Tyler, TX

August 2017 -- TEA Instructional Coaching participant, Tyler, TX.

May 2016 -- Texas Teacher Evaluation and Support System (T-TESS) participant, Tyler, TX.

December 2015 – First Annual UT Tyler Education Law conference participant, Tyler, TX.

June 2015 – International Society for Technology in Education conference participant, Philadelphia, PA

April 2012 – Council for Exceptional Children Faculty Advisors’ Roundtable participant. Denver, CO.

October 2007- Understanding Teacher Learning: A Case Study for an Evolving Research Agenda, Research Workshop, CREATE Texas, Houston, Tx.

October 2007- Conducting Qualitative Policy Research: A Case Study from the Project on The Next Generation of Teachers, Qualitative Research Workshop, CREATE Texas, Houston, Tx.

Academic Service Activities

Professional Organization Service (National)

Past President, Teacher Education Division of the Council for Exceptional Children
2023

Responsibilities:

1. Serve in the place of and with the authority of the President in case of the President's and/or President-Elect's absence or inability to serve;
2. Serve in an advisory capacity and provide a historical perspective to the President and the Executive Board;
3. Oversee the selection process for the Excellence in Teacher Education Award and the Distinguished Service Award
4. Chair the Elections and Constitution Committee, identifying candidates for upcoming offices;
5. Oversee the election process according to the nominations committee and election guidelines;
6. Present the Presidential plaque to the outgoing President at the General Business meeting held at the TED annual conference;
7. Works with membership to identify keynote speakers for TED Conference; and
8. Assume other specific duties as assigned by the President.

President, Teacher Education Division of the Council for Exceptional Children

2022

Responsibilities:

1. Serve as the chief executive officer and spokesperson of the Division with the powers and duties usually belonging to such a position;
2. Give leadership to general policymaking and carry out the directives of the membership;
3. Work with the Executive Director and Treasurer to implement the approved budget;
4. Follow through with program plans made the previous year for the TED activities at the annual CEC convention and plan additional meetings as indicated by the policies and directives of the Executive Board;
5. Call and preside at meetings of the Executive Board and the General Business meetings with the membership;
5. Appoint ad hoc committees, as needed
6. Represent the Division in coordinating efforts with CEC, other divisions, other units of CEC, and other organizations;
7. Serve as chair of the Conference Advisory Committee and as an ex-officio member of all other committees (board members are responsible for what committees are doing and report to the President about important initiatives and issues);
8. Monitor and approve information for dissemination through the TED member list and/or TED website;
9. Work with the Executive Director and Conference Chair to implement activities and programming at the annual TED conference;
10. Conduct annual evaluations of all persons contracted by TED; and
11. Review and act upon proposed responses drafted by subunits on issues of national concern, in consultation with the TED Executive Board.

President-Elect Teacher Education Division of the Council for Exceptional Children
2021

Responsibilities:

1. Serve in the place of and with the authority of the President in case of the President's absence or inability to serve;
2. Assume designated responsibilities and participate fully in Executive Board functions for the purpose of learning about the role and responsibilities of the President;

3. Serve as the TED Representative at the CEC Program Advisory Committee (PAC member), managing the review of proposals and planning the CEC program;
4. Represent TED on the CEC Interdivisional Caucus (IDC) along with the Executive Director;
5. Serve as Chair of the Budget and Finance Committee;
6. In collaboration with the Treasurer, President, Past-President, and the Executive Director plan the budget for the upcoming year and submit it to the Executive Board for approval;
7. Submit the approved budget to the membership at the General Business meeting during the TED Annual Conference;
8. Review the TED Constitution and Bylaws and propose recommended changes, if any, to the Executive Board; and
9. Perform other duties as assigned by the President

Conference Chair, Teacher Education Division of the Council for Exceptional Children

2019

Responsibilities:

1. Responsible for overseeing the whole conference
2. Coordination of nominating and sourcing candidates to participate in the planning committee specific areas
3. Facilitate weekly meetings with Conference Committee
4. Ensure minutes and action items are sent post conference calls
5. Responsible for approving all payments made for conference
6. Responsible for following up with committee members on separate workstreams to ensure target dates are met
7. Coordinate with Treasurer on expense and income earned
8. Summarize conference details to the Executive Board
9. Facilitate creation of post conference survey

Treasurer, Teacher Education Division of the Council for Exceptional Children
2017-2020

Responsibilities:

1. Works with the Executive Director to oversee the funds of the Division;
2. Assist the President-Elect and Executive Director in preparing and submitting the budget for the coming year for approval at the annual TED Conference Executive Board meeting;
3. Assist in creating and share out a report of the financial status of the Division at Executive Board meetings and at the General Business meetings;
4. Oversee the maintenance of the financial records of the Division including assuring that the Executive Director files 1099s, annual 990 tax forms, and maintains Federal non-profit status;
5. Serve as liaison to CEC in all financial matters; and
6. Oversee of the TED conference accounts.

Past Chair, Small Special Education Programs Caucus-TED Division of CEC
2016

Responsibilities:

1. Serve in an advisory capacity and provide a historical perspective to the Chair and the SSEPC Board;
2. Chair the Awards/Certificate Committee;
3. Chair the Elections Committee, and identifying candidates for upcoming offices;
4. Oversee the election process according to the procedures outlined in the election guidelines; and will
5. Assume other specific duties as determined by the Chair or the Board.
6. Serve as the SSEPC representative to the Teacher Education Division Budget and Finance Committee.
7. Review the SSEPC Constitution and propose recommended changes, if any, to the Board.

Chair, Small Special Education Programs Caucus-TED Division of CEC
2015

Responsibilities:

1. Serve as the chief executive officer and spokesperson of the SSEPC with the powers and duties usually belonging to such a position;

2. Give leadership to general policy making, establish annual goals with Executive Board concurrence, and carry out the directives of the membership;
3. Call and preside at meetings of the Executive Committee (elected officers), and the general business meetings with the membership;
4. Recommend to the Executive Committee the chairs of standing committees, appoint ad hoc committees, as needed;
5. Represent the SSEPC in coordinating efforts with Teacher Education Division, and other organizations;
6. Monitor and approve information for dissemination through the SSEPC announce list; and
7. Report Annually to the Teacher Education Division on current status of membership.

Associate Chair, Small Special Education Programs Caucus-TED Division of CEC
2014

Responsibilities:

1. Serve in the place of and with the authority of the Chair in case of the Chair's absence or inability to serve;
2. Plan and execute the Annual Silent Auction; and will
3. At end of term will automatically assume office of Chair

Secretary, Small Special Education Programs Caucus-TED Division of CEC
2013

Responsibilities:

1. Keep a careful record of the proceedings of the general business meetings and the meetings of the Executive Committee;
2. Carry on correspondence as necessary for the operation of the SSEPC;
3. Assist the Chair with setting the agenda for upcoming Board meetings;
4. Summarize action items two weeks after each Board meeting and send both the minutes and action items to all Executive Board members;
5. Maintain archival records of the minutes;
6. Send minutes to Communications Editor for publication, and
7. Transfer all records to the new Secretary at the time of installation; and
8. In absence of Chair and Associate Chair will preside at meetings

Co-Chair, Small Special Ed Programs Caucus (SSEPC) Symposium
2012

Responsibilities:

Co-plan and host SSEPC Symposium as part of Teacher Education Division Conference (TED).

Professional Service -Texas

Treasurer, Council for Exceptional Children-Texas
2009-2013

Responsibilities:

Oversee the maintenance of the financial records including filing 1099s, annual 990 tax forms, and maintaining Federal non-profit status

University Service

Tenure and Promotion Dossier Reviews

External P&T Review	Dr. Brittany Hott, University of Oklahoma, July 2021
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External P&T Review	Dr. Bethany McConnell, University of Pittsburgh-Johnstown, July 2016
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External P&T Review	Dr. Nanette Cooperman, St. Francis University, July 2016
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University Service

2018	Member, Director of Office of Digital Literacy Search Committee
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2018	Chair, College of Education and Psychology Patriot Strong Team
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2017-2020	At Large Senator, Faculty Senate
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2007-2010	Faculty Affairs Committee
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College Service

2015-2017 UT Tyler Innovation Academy, Board Member

2014-2016 Committee on Students

2007-2010 College Curriculum Committee

2008-2012 College Diversity Committee

Department Service

2024 Chair, Special Education Faculty Search Committee

2023-2024 Chair, School of Education Tenure and Promotion Committee

2019-2022 Director, School of Education

2012-2016 Educational Diagnostician Program Coordinator

2009-2010 Member, Director Search Committee

2009-2010 Member, Tenure and Promotion Guideline Review Committee

2007-2011 Member, Phase 2 and Phase 3 Advisory Council Member

2011-2012 Chair, Phase 3 Advisory Council

2011-2012 Chair, Special Education Search Committee

2011-2012 Member, Ad Hoc Committee on Field Experiences

2011-2018 Assistant Director Duties, School of Education

2011-2012 Chair, Retirement Reception Committee

2011-Present Advisor, Graduate Special Education Program

2007-2012 Member, Comprehensive Exam Committee

2007-Present Development and Revision of Online Courses

2007-2010 Co-Advisor, UT Tyler Council for Exceptional Children
2011-2012 Advisor, UT Tyler Associate of Texas Professional Educators
2009-2012 Coordinator, UT Tyler After School Tutoring Partnerships

Community Service

2010-Present Pro-bono assessments
2010-Present K-12 Assessment Services
2008-2012 The ARC of Texas, Board Member
2017-2020 Goodwill Industries, Safety Compliance Committee
2009-2010 Crisman School, Board of Directors

Academic Honors and Awards

National Awards

2018 Member of the Year, Council for Educational Diagnosticians
2017 Nasim Dil Outstanding Service Award to Teacher Education,
Teacher Education Division of the Council for Exceptional
Children

University Awards

2021 Named Distinguished Teaching Professor
2014 Outstanding Faculty Member, Texas Alpha XI Chapter of Alpha Chi,
National College Honor Society
2013 Outstanding Faculty Award, UT Tyler Faculty Senate Distinguished
Faculty Award
2012 Nominee UT Tyler Faculty Senate Distinguished Faculty Award
2011 Outstanding Faculty Member, Texas Alpha XI Chapter of Alpha Chi,
National College Honor Society
2011 Nominee, White Teaching Fellowship/Minnie Piper Stevens Award

Professional Memberships

Council for Exceptional Children
Teacher Education Division
Small Special Education Programs
Council for Educational Diagnostics

