

**BARBARA S. PERLEWITZ**

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## **PROFESSIONAL PROFILE**

**Self-directed, organized, resourceful and innovative education professional with a commitment to student-focused education and lifelong learning. Strive to utilize experience in education, teaching, public relations, and program implementation and oversight to contribute to the success of an institution of higher education and the students it serves.**

- Twenty years diversified experience in secondary and higher education with a focus on academic excellence.
- Proven track record in designing, implementing, supervising and evaluating educational projects and programs.
- Ability to set goals and priorities, and follow through.
- Articulate verbal and written communication skills
- Proficiency in Microsoft Office 2007, Outlook 2007, Microsoft Publisher 2007, WebCT and Banner database management.

## **PROFESSIONAL EXPERIENCE**

### **CONCORDIA UNIVERSITY WISCONSIN**

#### **Director, Graduate Teacher Certification**

MEQUON, WI  
**January 2007 – Present**

Responsible for overall program implementation, management and evaluation.  
Assistant Professor; courses taught include EDG 620 Art of Pedagogy and LA 105 Freshman Experience in both face-to-face and online delivery.

#### **Coordinator, Graduate Licensing and Program Evaluation**

**July 2002 – Jan. 2007**

Coordinate post baccalaureate graduate teacher certification program.

Responsible for:

- Recruitment and admission
- Transcript evaluation
- Academic advising
- Registration and student record maintenance
- Student program orientation
- Supervision of clinical requirements and portfolios
- Student teaching placements, field supervision and student teaching seminars
- Oversight of Wisconsin DPI license application completion for all graduate licensure programs

#### **Adult Education Admission Counselor**

**February 2000 – June 2002**

Recruitment, assessment and orientation of new and transfer students; academic advising and transcript evaluation; university representative at corporate and two-year college fairs.

**VOLUNTEER CENTER OF OZAUKEE COUNTY**

**Executive Director**

GRAFTON, WI

May 1993 – February 2000

Coordinated volunteer recruitment, training and programs with partner agencies;  
facilitator of countywide youth asset building initiative; direct and manage  
countywide non-profit resource center

- Formulated and administered annual budget
- Coordinated annual solicitation campaigns and fund development; experienced grant writer
- Planned and implemented special events and programs
- Supervised and evaluated staff, volunteers and agency programs

**LAKESHORE NEWSPAPERS, INC.**

**Editor and Staff Reporter**

CEDARBURG, WI

September 1986 - January 1999

Prepared weekly editorial copy in Ozaukee County Guide; bi-weekly feature writer and editor of senior  
living section of the News Graphic newspaper.

**CEDARBURG RECREATION DEPARTMENT**

**Curriculum Consultant/Instructor**

CEDARBURG, WI

August 1991 - June 1992

Developed foreign language curriculum for the Foreign Language Advisory  
Group (FLAG), Cedarburg School District's before- and after-school recreational  
foreign language program. Taught grades 1-8.

**SHEBOYGAN FALLS HIGH SCHOOL**

**Interim High School German Teacher**

SHEBOYGAN FALLS, WI

August 1990 - June 1991

German I and II

**LAKESHORE SUMMER SCHOOL CONSORTIUM**

**Summer Enrichment German Teacher**

SHEBOYGAN FALLS, WI

June/July 1985 - 1988

Coordinated curriculum and class instruction of German language/culture  
program in grades 1-8

**CEDAR GROVE – BELGIUM SCHOOL DISTRICT**

**Summer Enrichment German Teacher**

CEDAR GROVE, WI

June/July 1985 - 1988

Substitute Teacher

September 1980 - June 1984

**RELATED EDUCATIONAL SERVICE EXPERIENCE**

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

**University Representative for Wisconsin Improvement Program**

MADISON, WI

January 2008 - Present

**Professional Development Plan IHE Reviewer**

June 2005 - Present

Renewal of initial teacher license, certified through DPI, CESA 1, 7 and 9

**Grant Reader**

March 2004 and 2006

Statewide Alternative Education grants

**SOUTHEAST WISCONSIN EDUCATION CONSORTIUM**

**Board President**

MILWAUKEE, WI

January 2002 – December 2003

<b>FRIENDS OF CONCORDIA UNIVERSITY</b> <b>1<sup>st</sup> Vice President Volunteer Coordinator</b>	<b>MEQUON, WI</b> <b>February 2002 - June 2000</b>
<b>CONCORDIA UNIVERSITY WISCONSIN</b> <b>Master's Internship</b> Coordinated the development of the University's Crisis Management Policy and Procedure Manual; revised Travel Abroad Policy Handbook. Included coordination of online access to documents, and faculty orientation in-service.	<b>MEQUON, WI</b> <b>March 2001 – February 2002</b>
<b>Higher Learning Commission accreditation review committee member</b>	<b>September 2001</b>
<b>Presenter</b> Annual Concordia University Wisconsin Adult Education Faculty Conference "Characteristics of the Adult Learner".	<b>July 2001</b>
<b>ANNUAL WACRAO CONFERENCE</b> <b>Panelist</b> Addressed issues on non-traditional student services.	<b>LAKE GENEVA, WI</b> <b>November 2001</b>
<b>WISCONSIN VOLUNTEER COORDINATORS' TRAINING INSTITUTE</b> <b>Presenter</b> "United Way Outcome Development and Reporting".	<b>MILWAUKEE, WI</b> <b>May 2001</b>
<b>CEDAR GROVE BELGIUM SCHOOL DISTRICT</b> <b>School Board Representative</b> <b>President</b> <b>Vice President</b> <b>Master agreement negotiating team</b> <b>Long-Range Strategic Plan Facilitator</b>	<b>CEDAR GROVE, WI</b> <b>April 1990 – April 1997</b> <b>1992-1996</b> <b>1991</b> <b>1993-95 and 1995-97</b> <b>1994 - 1995</b>
<b>SHEBOYGAN COUNTY HANDICAPPED CHILDRENS EDUCATION BOARD</b> <b>Chairperson</b> 66:30 agreement transition coalition committee	<b>SHEBOYGAN, WI</b> <b>May 1989 - June 1990</b>

#### **EDUCATION AND CERTIFICATION**

<b>CONCORDIA UNIVERSITY WISCONSIN</b> <b>Master of Science in Education:</b> Student Personnel Administration	<b>MEQUON, WI</b> <b>May 2002</b>
<ul style="list-style-type: none"><li>• <b>Master's Thesis:</b> Do non-traditional students in the Adult Education Program at Concordia University Wisconsin withdraw from school because their educational expectations have not been met?</li></ul>	

**UNIVERSITY OF WISCONSIN MILWAUKEE**  
**Bachelor of Science in Education**  
Majors: History and German

**MILWAUKEE, WI**  
**December 1973**

**Wisconsin State Teacher's Certification**  
Secondary Education History (725) and German (375)

**Expires June 30, 2012**

References Available Upon Request