

JENNIFER ROFFLE

794 San Jose Ave #4, San Francisco, CA 94110/Telephone (415) 298-6505 jroffle@yahoo.com

WORK EXPERIENCE

Educational Placement Counselor *San Francisco Unified School District*

San Francisco, CA
November 2005-present

- Assign special education students to schools.
- Explain policies, procedures, and regulations relating to special education to parents, the public, and community organizations.
- Coordinate and participate in special projects dealing with special education.
- Act as a liaison between departments and/or schools for San Francisco Unified School District.

Special Education Department Head *Bret Harte Middle School*

Oakland, CA
September 2001-June 2005

- Created individualized schedules for 97 students, 5 teachers and 5 instructional assistants.
- Trained new Special Education teachers.
- Created agendas and chaired department meetings.

Special Education Teacher *Bret Harte Middle School*

Oakland, CA
September 2000-June 2005

- Developed curriculum and taught grades 6-8 core subjects.
- Assessed academic progress and individual needs for caseload of 28 students.
- Created written reports and chaired Individual Education Plan (IEP) meetings to set academic goals for each student.

Content Manager *ePlay*

San Francisco, CA
August 1998-May 2000

- Oversaw and created content for an educational web site designed for parents, teachers and kids.
- Developed projects to help kids with their homework that included: Frequently Asked Questions and Social Studies, Math and Science Corner.

Scholarship Counselor *Office of Financial Aid, University of Colorado at Boulder*

Boulder, CO
September 1994-June 1997

- Managed two University scholarships that entailed reviewing applications, selecting recipients and requesting budget allocations.
- Compiled Excel reports, WordPerfect documents and provided scholarship counseling for prospective students.

EDUCATION

San Francisco State University **Master's in Public Administration: Emphasis Public Management**

San Francisco, CA
August 2005-December 2007

San Francisco State University **Credential: Level One Mild/Moderate Education Specialist Credential**

San Francisco, CA
August 2002-June 2005

4.0 (100%) overall GPA

Stanford University

MA: History

3.4 (85%) overall GPA

History emphasis on race, class, and ethnicity.

Stanford, CA
August 1997-June 1998

University of Colorado at Boulder

BA: History, Minor: Sociology

3.6 (90%) overall GPA, 3.75 GPA in Major, Dean's List, Graduated Magna Cum Laude

Boulder, CO
August 1993- June 1997

HONORS

Graduated Magna Cum Laude 1997, awarded by CU Boulder for academic excellence and honor's thesis.

Phillips Scholar Award 1995, awarded by CU Boulder for excellence in research, written and oral presentations.

History Department Recognition of Academic Excellence 1995, awarded by CU Boulder's History Department for outstanding work and achievement.

SKILLS

- *Microsoft Word, Excel, Access, PowerPoint, Photoshop, 50 wpm*