

Cathryn (Katie) A. Duncan

Fredericksburg, VA 22407 | 484.645.5948 | cathrynallen@gmail.com | www.linkedin.com/in/katieallenduncan/

OBJECTIVE

- Seeking a full-time position as a Children's Specialist Librarian within the Central Rappahannock Regional Library System.

PROFESSIONAL SUMMARY

- Passionate literacy, learning, and information professional with 15 years combined experience in teaching and librarianship.
- Experience working with very diverse populations of youth and adults within public schools and public libraries.
- Proven ability to create and manage learning experiences and organizational systems in order to meet community needs.

EDUCATION

Old Dominion University, Norfolk, VA

Master of Library and Information Studies (ALA Accredited) | December 2023

Concentration: Youth Services / Public Libraries

GPA: 4.0

Relevant Coursework: User Services and Programming; Planning, Selecting & Managing Collections; Literature and Media for Young Adults; Children's Literature; Library Management and Leadership

Regent University, Virginia Beach, VA

Master of Education | August 2012

Concentration: Reading Specialist

GPA: 4.0

Notable Achievements: Received the TEACH Grant in 2011 and 2012; met the service requirement to teach for at least four years at a school that serves low-income students in a high-need field.

Pennsylvania State University, University Park, PA

Bachelor of Science | May 2008

Major: Elementary and Kindergarten Education

GPA: 3.89; *cum laude*

Notable Achievements: Chosen for the distinguished Professional Development School 185 day internship (2007-2008).

University of Sydney, Sydney, Australia

Education Abroad Program | Spring 2007

RELEVANT EXPERIENCE

Central Rappahannock Regional Library, Fredericksburg, VA

Adult and Youth Services Programmer | February 2023 - Present

- Prepare and deliver classes and events for children, teens, and adults.
- Provide research and readers' advisory to customers of all ages utilizing print and electronic resources.
- Assist with youth services collection tasks, including creating and maintaining displays for children and teens.
- Plan and deliver outreach to schools and community groups.
- Develop relationships with customers by providing exceptional service and addressing customer concerns with flexibility.
- Assist customers with technology and digital media, including computers, eBooks, eAudio, and eMagazines.
- Schedule and supervise teen volunteers.
- Act as in-charge staff when the branch supervisor is not available.

Youth Services Library Assistant/Customer Services Substitute | September 2022 - February 2023

- Provided readers' advisory and research assistance to children, teens, and caregivers using print and electronic resources.
- Addressed customer questions and concerns with flexibility to ensure a positive library experience for all.
- Assisted in developing and maintaining library collection, displays, and Books to Go bags.
- Helped prepare and implement programs including school field trips, literacy nights, storytimes, and Fun Fridays.
- Provided technology instruction and support with computers, printers, online resources, and digital media.
- Assisted with circulation of materials as a substitute in the Customer Services department.

ADDITIONAL EXPERIENCE

Wegmans Food Markets, Fredericksburg, VA

Sushi Customer Service Associate | June 2022 - February 2023

- Provided high quality products and excellent customer service while following strict food safety standards.
- Worked collaboratively with colleagues in a fast-paced department to respond quickly to customer needs.

Spotsylvania County Public Schools, Fredericksburg, VA

Reading Specialist | July 2019 - May 2022

- Supported a school of 500 students, including 63% economically disadvantaged and 24% English language learners.
- Provided tier 2 and tier 3 literacy interventions to a caseload of 30-40 at-risk students in grades K-5 each year.
- Coached more than 35 teachers in implementing research-based best practices for quality language arts instruction.
- Managed the school's reading intervention plan for over 200 students and oversaw 3 reading paraprofessionals.
- Led weekly language arts PLC meetings with teachers, administrators, and support staff in grades K-5.
- Taught division-wide and school-based professional development on various literacy topics.
- Organized in-person & virtual events to promote family reading engagement (ex. literacy nights, assemblies, summer reading).
- Applied for and received a community grant to install a StoryWalk on the school's campus in 2021.

Prince William County Public Schools, Woodbridge, VA

Reading Specialist | August 2013 - June 2019 / August 2010 - June 2012

- Supported two diverse schools of 900 and 500 students, in which minority groups made up 90-94% of the school population.
- Provided inclusive and pull-out tier 2 and tier 3 interventions to a caseload of 25-30 students in grades K-5 each year.
- Managed schoolwide reading intervention plans for 100+ students, 2 paraprofessional tutors & a budget of up to \$75,000.
- Co-planned and co-taught classroom reading and writing lessons with teachers in grades K-5.
- Provided before and after-school supplemental reading instruction and tutoring for at-risk students.
- Developed and maintained a comprehensive book room for teachers to use for reading instruction.
- Helped to create and implement a plan that moved a "school of improvement" to a "school of excellence" in two years.

Fifth Grade Teacher | August 2012 - June 2013

- Planned and implemented standards-based reading, writing, and social studies lessons for two classes of students.
- Collaborated regularly with the departmentalized fifth grade team and served as team lead.
- Differentiated instruction for English language learners (64% of students), students with learning disabilities, ADHD & autism.

Second Grade Teacher | August 2008 - June 2010

- Planned and implemented standards-based differentiated reading, writing, math, social studies, and science lessons.
- Collaborated regularly with the second grade team, special education teachers and ESOL teachers.
- Participated in Spanish for Educators and Reading and Writing Theory in Elementary Classrooms professional development.

LICENSURES AND CERTIFICATIONS

- Virginia Postgraduate Professional License, *Elementary Education PreK-6* (Exp. June 30, 2023- Renewal Pending)
- Virginia Postgraduate Professional License, *Reading Specialist K-12* (Exp. June 30, 2023- Renewal Pending)
- Virginia Postgraduate Professional License, *English as a Second Language PreK-12* (Exp. June 30, 2023- Renewal Pending)
- Language Essentials for Teachers of Reading and Spelling (LETRS), Level 1 (Completed May 2022)
- Data Literacy Essentials Certification (Completed May 2022)

COMPUTER/TECHNOLOGY SKILLS

- Google Workspace, Microsoft Apps, Canva