

GRETCHEN MORRIS-ARCHINAL

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CERTIFICATION

Elementary Education Certificate – May, 2015

Special Education – Autism Spectrum Disorders Endorsement – May, 2015

Special Education – Learning Disabilities Endorsement – anticipated 2016

EDUCATION

Wayne State University, MAT, Elementary and Special Education 2012–anticipated 2016
Autism Spectrum Disorders and Learning Disabilities

The University of Michigan, BA, American Culture 1981–1985

PROFESSIONAL EXPERIENCE

PESG and Edustaff – Substitute Teacher 2005–Present

Categorical ASD Room – Preschool, Grosse Pointe Public Schools December, 2010–June, 2011

Categorical ASD Room – Elementary, Grosse Pointe Public Schools March, 2013–November, 2013

Long-term Substitute Teacher

- Develop IEPs with interdisciplinary team
- Differentiate education materials gear toward individualized needs.
- Employing diverse teaching strategies including centers, discussion, demonstration, cooperative learning, and individualized instruction.
- Establish relationships with parents and general education staff.
- Develop and maintain positive relationships with students, faculty, and administrators, build rapport and gain respect and trust to ensure an environment conducive to learning.
- Integrate a variety technology into all academic areas.

Middle School Resource Room, Grosse Pointe Public Schools January–April, 2015

First Grade, Roseville Community Schools September–November, 2014

Student Teacher

- Collaborate in a co-teaching 8th grade math classroom.
- Progress monitoring performed through AIMSweb.
- Create student-centered lessons and activities utilizing multiple student-centered learning techniques, including demonstrations centers, and discovery opportunities.
- Design cross-curricular activities that show the interrelationship between ELA, mathematics, history, science and everyday life.
- Differentiate instruction and both formative and summative assessments to evaluate student work.
- Accommodate curriculum and tests for special education students in the general education classroom as well as the resource room.
- Establish acceptable classroom behavior protocols and guides to minimize future class room management issues.
- Present student educational and behavioral growth to parents during the parent-teacher conference, phone calls, email and IEPs.
- Tutor students after school.

Early Literacy Summer Program, Grosse Pointe Public Schools July–August, 2012

Teacher

- Curriculum development in early literacy skills for preschoolers and intervention strategies for parents.
- Collaborate with fellow teachers and directors to hand-pick books that matched essential early literacy skills.
- Lead multi-generational classes.

St. Paul Evangelical Lutheran Church 2008-present
Administrator – Special Projects

- Develop and implement special projects including website design, basement remodel and security.
- Interact with parishioners and provide support for various committees within the congregation.
- Maintain the Church website; write and update content; write, design and distribute weekly email newsletter.
- Computer network administrator; maintain and service 10 workstations; trouble shoot technology issues and purchase and install software.
- Manage church finances including budget, check writing and reconciliation.

St. Paul Evangelical Lutheran Church 1998–2008
Director of Youth and Family Ministry

- Managed and supervised programs for 90 6th–12th grade students including religious education, special events, fundraising, retreats, and trips.
- Planned, developed, and cultivated educational, fellowship, and service opportunities for middle and high school students.
- Promoted and encouraged participation of congregation youth and their families in church activities and programs.
- Developed and marketed program activities via mailings, newsletters, brochures, telephone contact.
- Recruited and trained adult volunteers for education and youth-group programs.
- Worked with other churches to develop and execute community-based services.
- Developed yearly program budgets.
- Presented program planning and outcomes to two committees on a bi-monthly basis.

Metro Messenger, Inc, 1988–2000
President

- Developed, directed, and expanded a small messenger company that served over 50 clients across Southeastern Michigan on an ongoing basis. Ran all aspects of the business.
- Supervised employees and coordinated complex daily delivery schedules for 5-8 drivers.
- Trained employees in customer-service techniques; handled all personnel decisions.
- Developed marketing plan to promote business; created brochures, fliers, direct mail, and other business-related materials.
- Created and managed company budgets. Handled accounts receivable and payable, client billing, payroll, and taxes.

American Embassy Daycare and Preschool, Bonn, Germany 1996–1998

- Planned, developed, and conducted educational opportunities for an international community of children from the age of 2 to 4.

COMPUTER SKILLS

- Develop and maintain website; write and update content; supervised web site design using Weebly, Filezilla, Kompzer, Bonkripper and MP3tagger.
- Write, design and distribute weekly email newsletter using Constant Contact.
- Computer network administrator; maintain and service 10 workstations; trouble shoot technology issues and purchase and install software –
- Proficient in Windows 7, XP and 2000; Microsoft Word, Excel, Publisher, and Outlook; ACS and Zangle

CONTINUING EDUCATION

Center for Creative Studies, Graphic arts classes 1986–1987
Trinity Lutheran Seminary, Professional Certification classes 1999–2001

VOLUNTEER ACTIVITIES

- Women of the Evangelical Lutheran Church in America 2003–present
- Grosse Pointe Theatre 1985–present