

*Tracey L. Williams*

**OBJECTIVE** To obtain a position as Coordinator for Pupil Personnel Services.

**EXPERIENCE**

July 2004- **HOWARD COUNTY PUBLIC SCHOOLS**, Ellicott City, Maryland

Present Pupil Personnel Worker

Serve as an advocate for all students and as a consultant to school staff and parents/guardians on a variety of issues such as attendance, discipline, counseling, residency, and crisis support for schools. Serve as a liaison between families, various departments within the school system and outside agencies and community resources. Interpret school policies and procedures for students and families, investigate out-of-county and out-of-district residency, petition cases to court for violation of Maryland Compulsory Attendance Law, provide case management services to students in temporary housing. Serve as Co-Liaison to the Homeless Program. Pupil Personnel Liaison to The Local Children's Board's Care Center information line.

April 1999 - **HOWARD COUNTY PUBLIC SCHOOLS**, Ellicott City, Maryland

July 2004 **Alternative Education Coordinator**

Responsibilities included: addressing the academic, social, and behavior needs of students experiencing difficulty in their learning environment. Developed and implemented individualized behavior plans and social skills curriculum. Served as a liaison between the school, home, and community. Connected parents with resources within the school system and community. Provided supportive services to staff and administration related to behavior modification. Assisted in the development and implementation of the school-wide discipline plan. Provided staff training related to behavior modification. Served as a member of the school improvement team.

July 1998 - **NEWPORT NEWS PUBLIC SCHOOLS**, Newport News, Virginia

January 1999 **School Social Worker**

Interviewed parents and developed sociocultural assessments. Conducted home visits to explain the special education process and parents' rights. Provided individual and family counseling on mental and behavioral issues. Served as a member of the Assessment Team to determine children's eligibility for special education services. Served as liaison between parents, children and the school system. Referred clients to resources in the community.

August 1996 - **FAMILY FOCUS/COLONIAL SERVICES BOARD**

July 1998 **Director -- July '97-July '98, Newport News, Virginia, Child Development Specialist -- August '96-July '97**

Provided support, education and advocacy for pregnant and parenting teens. Administered, scored, and analyzed assessments and surveys. Established a new community service program in Newport News and implemented several programs with the goal of preventing child abuse and uniting parents and children. Facilitated group based training at local high schools for parenting teens. Worked extensively with parents, children, and representatives from other community agencies to coordinate services. Planned and facilitated parent/child interactive groups. Provided lectures to community groups, civic organizations, and educators on a variety of parenting topics.

December 1995 - **TIES THAT BIND, INC.**, Gloucester, Virginia

November 1996 **Counselor/Case Manager -- Part-time work while pursuing Master's Degree**

Performed sociocultural assessments, facilitated linkage to resources, and provided outreach services for children and adolescents who were severely emotionally disturbed. Provided in-home counseling and guidance to families to prevent the out-of-home placement of children and adolescents. Responsibilities also included foster parent training, crisis intervention, problem solving, and development of service plans and behavioral plans.

September 1993 - **ALTERNATIVES, INC.**, Hampton, Virginia

July 1995 **Student Assistance Counselor, Syms Middle School**

Provided individual and group counseling to Middle School students. Active member of Syms Crisis Team, responsible for staffing and handling critical situations within the school. Responsible for providing Drug Education to the entire school population through class presentations, assemblies, and sponsorship of the school's Drug-Free program. Worked closely with high-risk students with attendance, anger management and family problems. Used solution focus, resiliency, and youth development in the delivery of services.

October 1989 - NEWPORT NEWS DEPARTMENT OF SOCIAL SERVICES, Newport News, Virginia

September 1993 Child Protective Services Social Worker II / Foster Care Social Worker II

Investigated complaints of child abuse, neglect, and sexual abuse. Devised treatment plans to defuse and modify client's behaviors. Conducted individual and family counseling. Testified in court, made recommendations to court officials of appropriate action. Mediated marital disputes and assisted in the development of new policies and procedures for the child welfare system. Worked closely with law enforcement officials in investigating abuse cases.

#### SKILLS

Crisis Intervention, Needs Assessment, Individual and Group Counseling, Developing Service Plans, Developing Peer Leader/Mentoring Programs, Developmental Screening, Parent Training and Workshops, Developing Behavior Management Strategies, Team Building, Developing and Implementing Programs, Interviewing, Case Management, Communication skills, and Grant Writing.

#### EDUCATION

Masters of Social Work, Norfolk State University, 1997

B.S. Psychology, Old Dominion University, 1987

Advanced Professional Certificate for the State of Maryland

Certified School Social Worker for the State of Maryland

Certified Pupil Personnel Worker for the State of Maryland;

Licensed Certified Social Worker-Clinical, State of Maryland.

Administrator I Certificate for the State of Maryland.

#### MEMBERSHIPS/BOARD PARTICIPATION

Howard County Social Services Board Member, Vice-Chair

National Association of Social Workers

Maryland Association of Pupil Personnel Workers

Alpha Kappa Alpha Sorority, Incorporated -Iota Lambda Omega Chapter, President

The Society, Incorporated- Consortium of Arts Associates-Howard County Chapter, President

The Society Incorporated- National Treasurer 2013

The Society, Incorporated- National Honorary Members Committee Chairman

African American Community Roundtable of Howard County, Secretary

Bridges to Housing Stability Board Member

Howard County Center for African American Culture, Board Member