

MICHELLE KILKENNY

Demonstrated leader in the special education community, improving students and adults with autism vocational and daily life skills in order to provide quality of life. High adaptability with diverse populations; strong experience supervising to ensure compliance with federal and state legislations.

EXPERIENCE

APRIL, 2022 – PRESENT

EXECUTIVE DIRECTOR, LINWOOD ORGANIZATION

- Act as a strategic leader to senior executive leadership team and the Board of Directors.
- Oversee the administration, programs and strategic plan of the organization;
- Responsible for leading Linwood in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Assess and evaluate the overall performance of the organization in response to metrics sought by the Board of Directors.
- Provide insight and recommendations to both short-term and long-term growth plan of organization.
- Work in concert with the Chief Financial Officer to ensure that the organization's plan for sustainability, growth and expansion is strategic, purposeful and attainable.
- Maintain a comprehensive knowledge of significant developments and trends in the disability services field, and the field of special education, including but not limited to: autism, residential services (children's and adult), school programs, adult day supports, and personal support programs.
- Ensure, through data, that all programs contain the elements of "best practices" in the field and students and adult program participants are experiencing positive outcomes.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to external agencies, organizations, and the general public.
- Responsible for the enhancement of Linwood's image by being active and visible in the community and by working closely with governmental agencies and other professional, civic and private organizations.
- Provide effective organizational management and develop and maintain sound practices that correspond to financial parameters.
- Work with the staff and Executive Committee to ensure that the organization

operates within budget guidelines.

- Responsible for operating programs within the parameters of the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.

JULY, 2015 – APRIL, 2022

IEP CHAIR, LINWOOD SCHOOL

- Ensure the appropriate development of student's Individual Educational Plan.
- Train & Support Teachers in the development of student's Individual Educational Plan.
- Analyze Student's Academic, transition, and Behavior Data.
- Monitor student's academics, related services, and behavior progress.
- Facilitate PRE-IEP Meetings for over 54 enrolled students.
- Ensure Student's Official Records are in Compliance with COMAR Regulations.
- Plan and coordinate IEP in-service training, and staff development to improve student achievement.
- Provide academic, and social-emotional support to student and parents through monthly communications.
- Help lead the Linwood School through a stellar Maryland State Department of Education Onsite Monitoring Visit in March 2021, and November 2015.
- Critical Team Member in the coordination and decision process of the student referral and enrollment process.
- Assist in the implementation of program-wide systems to improve school efficiency, and to ensure the students' successful mastery of IEP goals and objectives.
- Understand and communicate to Linwood's leadership team of the elements of MSDE licensing and compliance for non-public schools.
- Serve as the liaison for all communication with 7 Local School Systems, Transition, and Adult Agencies.
- Assist with Medical Assistance Billing Compliance.
- Manage Maryland Online Education Planning System for the entire School.

JULY, 2011 – MARCH, 2015

ASSISTANT EDUCATION DIRECTOR, YOUTH IN TRANSITION SCHOOL

- Supervise 52 school employees, Administrative Assistant, Instructional Assistants, Teachers, Social Workers, Speech and language Pathologists, and Behavior Assistants.
- Monitor employee performance and conduct employee evaluations.
- Provide leadership and oversight of the Youth in Transition School, a 12-month nonpublic school for students ages 5-21 for individuals with disabilities.
- Facilitation of IEP development and implementation, as well as progress monitoring.
- Liaison with local school systems, MSDE, MANSEF, and parents.
- Provide group training of teachers, classroom staff, and related service providers
- Work collaboratively with teachers and classroom staff to assess curriculum, staff, and resources needed for school wide programming.
- Facilitate MSDE announced/unannounced site visits, and facilitated the MSDE monitoring in 2011.
- Review lesson plans to ensure correspondence with student's IEP goals.

- Create 50 student's class schedules in accordance with MSDE and LEA graduation requirements.
- Work collaboratively with the Executive Education Director, and Board of Directors to ensure program quality and integrity.

APRIL, 2015 – JUNE 2015

ACTING EDUCATION DIRECTOR, YOUTH IN TRANSITION SCHOOL

- Serve as the Supervisor of all school staff, including Teachers, Instructional Assistants, Teacher Assistants, Speech Language Therapy, Occupational Therapy, Physical Therapy, and Counseling Services
- Facilitate the coordination of the student referral and enrollment process.
- Assist in the implementation of program-wide systems to improve school efficiency, and to ensure the students' successful mastery of IEP goals and objectives, and services.
- Training, supervision and evaluation of staff. This includes participation in meetings related to the development of job and job tasks in order to ensure consistency across settings.
- Facilitate the recruitment, interviewing, assessment and hiring of staff.
- Monitor and complete MSDE compliance documents.
- Issue communications from the school to stakeholders and ensure compliance with COMAR regulations related to non-public educational services.
- Serve as the contact point for communication with MSDE, and Local School Systems.
- Ongoing supervision of a school staff of 65 + people across various disciplines.
- Provided oversight of Youth in Transition School Program, a 12-month nonpublic school for students ages 5-21 with various disabilities.
- Facilitation of IEP development and implementation, as well as progress monitoring
- Liaison with local school systems, MSDE, MANSEF, and parents
- Group and in-vivo training of teachers, classroom staff, and related service providers
- Work collaboratively with teachers and classroom staff to assess curriculum, staff, and resources needed.
- Facilitate MSDE site visits.
- Monitor employee performance and conduct employee evaluations.
- Work collaboratively with the Executive Director and Board of Directors to ensure program quality and integrity.

EDUCATION

MAY 2020

MASTER OF ARTS, EDUCATION AND HUMAN DEVELOPMENT, GEORGE WASHINGTON UNIVERSITY

- Golden Key International Honor Society

DECEMBER 2004

BACHELOR IN HUMAN SERVICES, METROPOLITAN COLLEGE OF NEW YORK

SKILLS

- Highly dedicated to the field of Special Education & Transition Services
- Quick learner
- Computer Skills
- Motivated to serve as a change agent in this field
- Patient and meticulous with the work I do
- Knowledgeable in several computer software applications used by Maryland State