

CARLA WINQUIST

47774 309th Street
Alcester, SD 57001
605-565-2559 (H)
605-670-1382 (C)
402-494-1727 (W)

JOB OBJECTIVE: To work in a position where I can utilize my education and experience to promote positive outcomes for children and families.

EDUCATION:

University of South Dakota
Bachelors of Science Degree in Elementary Education (1993) Vermillion, SD

University of South Dakota
Masters: Education: Early Childhood (2004) Vermillion, SD

CERTIFICATIONS AND CERTIFICATES:

South Dakota Elementary Teaching License #318527 (expiration date: 7-01-08)
Nebraska Elementary Teaching License #2006000972 (expiration date: 8-31-11)
Parents as Teachers (ages 0-5) Administrator/Teacher Certificate
Program for Infant/Toddler Caregivers trainer
Infant/Toddler/Pre-K High/Scope trainer
National Reporting Systems Assessor (Head Start)

EXPERIENCE:

Early Childhood Director

Feb. 2005 – present South Sioux City School District So. Sioux City, NE

- *Monitor teaching staff
- *Monitor staff development plans/train staff to meet state/federal standards
- *Write, implement, and monitor educational outcomes, budgets, work plans, federal, state and local grants
- *Coordinate day to day activities, including parent involvement activities
- *Collaborate with agencies with the community and at large
- * Develop, interpret, and monitor policies, procedures, and performance standards
- *Develop, implement, and monitor curriculum
- *Monitor and assure that NCLB standards are met

Assistant Director Head Start/Early Head Start

Jan. 1999 – Feb. 2005 Mid-Sioux Opportunity, Inc. Remsen, IA

- * Develop, implement and assess curriculum for adults.
- * Provide training and technical assistance to the Head Start/Early Head Start staff, parents and the community.
- * Oversee the Early Head Start program in three counties.
- * Supervise a staff of 19 employees within the counties we serve.

- * Coordinate parent involvement, education, and social services for the program.
- * Develop, interpret, and monitor policies, procedures, Federal Performance Standards and Iowa Licensing Regulations.
- * Collaborate with other agencies and the community at large.
- * Develop and implement the Service Plan.
- * Fund development and public relations.
- * Write, implement, and monitor educational outcomes, budgets, work plans, federal, state and local grants.

Membership/Program Director

1995 - 1999 Sioux Trails Girl Scout Council Sioux City, IA

- * Recruit/supervise/train adult volunteers in seven counties within 7 counties
- * Organize/implement/assess curriculum for adult workshops and program activities for adults and youth of all ages using community and extended resources.
- * Interpret/implement/monitor Girl Scout policies, guidelines, and goals.
- * Fund development, grant writing, budgeting, and public relations within the community.

Elementary Teacher (grades 3-6)

1993-1995 Alcester-Hudson School Alcester, SD

- * Teach grades 3-6, computer keyboarding, language arts.
- * Develop, implement, and assess curriculum.
- * Future Problem Solver Coach with state honors.
- * Effectively communicate with parents, faculty, and students.
- * Maintain accurate performance records, develop goals, and interpret policy guidelines.

RELATED WORK EXPERIENCE:

Counselor (while attending college).

1991 - 1993 Woodfield Center Beresford, SD

PROFESSIONAL AFFILIATIONS:

South Dakota Early Learning Guidelines Panel
 NAEYC (National Association for the Education of Young Children)
 Christian Educators Association

VOLUNTEER:

Adult Literacy tutor, South Dakota Public TV fund raising volunteer, pianist for community organizations, 4-H leader, SD State 4-H Fund Development Committee.

Applications are kept on file six months. If another position that interests you opens during those six months, contact human resources to activate your application.

I. Please answer all questions completely. The more information you provide about your qualifications, abilities and experience, the better we will be able to process your application. If you need help to complete this application, please request assistance from a member of the human resources staff. We will be pleased to assist you. If additional space is needed in any section, please attach (a) separate sheet(s).

Name (Last, First, Middle) WINQUIST CARLA J.		Social Security Number 480-72-1707	
Address (Street or Box Number) 47774 309th St		City & State Reeester SD	Zip Code 57001
Home Phone 605-565-2559		Business Phone 402-494-1727 X12	

Position(s) for which application is made: Adjunt staff
(C) 605-670-1382
Carla.wingquist@SSCCardinals.org

What type of employment are you most interested in? (Check all that apply)

<input type="checkbox"/> Regular	<input checked="" type="checkbox"/> Part-time hours	<input type="checkbox"/> Day hours	<input checked="" type="checkbox"/> Faculty
<input type="checkbox"/> Temporary	Hours available _____	<input checked="" type="checkbox"/> Night hours	<input type="checkbox"/> Professional/Managerial
<input type="checkbox"/> Summer only	<input type="checkbox"/> Year-round employment	<input checked="" type="checkbox"/> Weekends	<input type="checkbox"/> Non-faculty
<input type="checkbox"/> Full-time	<input type="checkbox"/> Nine/ten months a year employment	<input type="checkbox"/> Executive/Administrative	<input type="checkbox"/> Office Technology
			<input type="checkbox"/> Custodial/Maintenance

GENERAL INFORMATION

- How did you receive notification of this position?
 Newspaper advertisement - Paper name Susan Strahm
 Placement Bureau Friend or Relative Other Source _____
- Were you ever previously employed by Northeast? Yes No
 (If yes, please note position(s) and dates) _____
 From _____ (Mo./Yr.) To _____ (Mo./Yr.)
- Have you ever previously applied for employment at Northeast? Yes No
 (If yes, please note position(s) and dates) _____
- Do you hold any specific licenses or certificates which are applicable to the position?
 Yes No (If yes, please list) Teaching Certificate NE
- Are you legally able to work in the United States? Yes No
- Are there any restrictions on employment from an immigration status? Yes No
 (If yes, please note those restrictions in detail) _____
- Have you been convicted of a felony in the last seven (7) years? Yes No (Such conviction may be relevant if job-related, but does not necessarily bar you from employment consideration.)

EDUCATION

II. PLEASE SUBMIT A COPY OF YOUR MOST RECENT TRANSCRIPT; an official transcript is required upon employment. A resume, if available, is helpful. Other credentials may be requested.

Name of School, College or University	Location (City & State)	List Completed Degree/Diploma	# of Years Attended
High School or where GED Received AKRON COMM. SCHOOL	AKRON, IA	General	4
1. College or University University of SD	Vermillion, SD	BA + MA Educ	6
2.			
3.			
4.			
1. Other Education			
2.			

Please check last year of school completed: 9 10 11 12 1 2 3 4 1 2 3 4
 High School College/University Graduate/Professional

III. EMPLOYMENT EXPERIENCE

In the appropriate areas in this section indicate in full your employment experience, listing the items from present position back to first full-time employment. Leave no gaps from the present back to high school graduation in your record of administrative, teaching, research, professional, business, trade, governmental, military service, or voluntary experience. (If you need additional space, please attach a separate sheet.)

Most Recent

Employer <i>So. Sioux City Schools</i>	From (Mo./Yr.) <i>2/05</i>	To (Mo./Yr.) <i>present</i>	Job Title <i>Early Childhood Director</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Street Address <i>1401 Pine St</i>			Duties/Responsibilities <i>Direct Early Childhood program</i>	
City/State/Zip Code <i>Dakota City NE 68731</i>			<i>- 6 classrooms Pre-K</i>	
Type of Business or Educational Institution <i>Pre-K</i>			Reason for Leaving <i>Do not want to leave</i>	
Supervisor's Name, Phone & Fax Number <i>Taryela Sylvester 412-2824</i>				
<i>I just want to teach night classes</i>				

Employer <i>Mid-Sioux Opportunity</i>	From (Mo./Yr.) <i>1-99</i>	To (Mo./Yr.) <i>2-05</i>	Job Title <i>Assistant Director</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Street Address			Duties/Responsibilities <i>Direct Early Head Start</i>	
City/State/Zip Code <i>Keosauqua IA</i>			<i>Program - write/monitor grants</i>	
Type of Business or Educational Institution <i>Non-Profit Educ. Head</i>			Reason for Leaving <i>- train teachers</i>	
Supervisor's Name, Phone & Fax Number <i>Shirley Benson Start</i>				
<i>To take Director position</i>				

Employer <i>Sioux Trails Girl Scouts</i>	From (Mo./Yr.) <i>5 1995</i>	To (Mo./Yr.) <i>1998</i>	Job Title <i>Membership/Program Dir.</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Street Address			Duties/Responsibilities <i>Recruit/supervise/train</i>	
City/State/Zip Code <i>Sioux City IA</i>			<i>Adult Volunteers</i>	
Type of Business or Educational Institution <i>Non-Profit - Education</i>			Reason for Leaving <i>Start the Early Head Start</i>	
Supervisor's Name, Phone & Fax Number				
<i>program</i>				

Employer <i>Alcester-Hudson School</i>	From (Mo./Yr.) <i>1993</i>	To (Mo./Yr.) <i>1995</i>	Job Title <i>Teacher - Elem</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Street Address			Duties/Responsibilities <i>Teach grades 3-6</i>	
City/State/Zip Code <i>Hudson SD</i>				
Type of Business or Educational Institution <i>Educ.</i>			Reason for Leaving <i>School Closed</i>	
Supervisor's Name, Phone & Fax Number <i>Dan Solberg</i>				

Employer <i>Self Employed</i>	From (Mo./Yr.) <i>1975</i>	To (Mo./Yr.) <i>1989</i>	Job Title <i>Accountant/Business Owner</i>	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time
Street Address			Duties/Responsibilities <i>Accounts Rec/Payable - Payroll</i>	
City/State/Zip Code <i>Alcester SD</i>			<i>Insurance - Marketing - Taxes</i>	
Type of Business or Educational Institution <i>Retail Sales/Bookkeeping</i>			Reason for Leaving	
Supervisor's Name, Phone & Fax Number <i>Self</i>				

IV. List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability.

SD Early Learning Guidelines Panel
Adult Literacy Tutor

V. In ink in your own handwriting, indicate why you are interested in this position and why you believe you are qualified.

I am interested in sharing my knowledge and experiences with students in a college setting. I feel my background is diverse and I can offer life long experiences to others.

VI. CHARACTER/PERSONAL REFERENCES: List three (3) individuals who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

Full Name <u>Shari Smith</u>	Home Address <u>Oyens, IA</u>	Phone
Business or Occupation <u>Mid-Sioux Opportunity</u>	Business Address <u>Remsen, IA</u>	Phone <u>712-786-2001</u>

Full Name <u>Cindy Thorp</u>	Home Address <u>Meridan, IA</u>	Phone
Business or Occupation <u>Mid-Sioux Opportunity</u>	Business Address <u>Remsen, IA</u>	Phone <u>712-786-2001</u>

Full Name <u>Carla Reppe</u>	Home Address <u>Alcester, SD</u>	Phone <u>605-934-2602</u>
Business or Occupation <u>Head Start Teacher</u>	Business Address <u>Abron, IA</u>	Phone <u>712-568-3636</u>

IF YOU ARE PRESENTLY EMPLOYED, MAY WE CONTACT YOUR EMPLOYER? Yes No

COMMENTS Please let me know before you contact my employer

VII. I voluntarily give Northeast Community College the right to make a thorough investigation of my past employment and activities; agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations supplying such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Northeast Community College and myself for either employment or for the providing of any benefit. I understand that no oral conversations are promises or guarantees regarding employment and that no such "promise" or "guarantee" is binding upon Northeast Community College.

By my signature affixed below, I certify that the information I have provided is true and correct and that no attempt has been made to conceal pertinent information. If any information given by me in this application is found to be false or is an attempt on my behalf to mislead, I will be subject to dismissal at any time during my period of employment.

1-22-07 Date
Carla Wenzel Signature (use ink)

VIII. All correspondence concerning the position should be directed to:
 Director of Human Resources
 Northeast Community College
 801 East Benjamin Avenue, P.O. Box 469
 Norfolk, NE 68702-0469