

# **Susan C. Burress**

2010 Saloma Road  
Campbellsville, KY 42718

Phone: (502) 514-2782  
[scsburress@gmail.com](mailto:scsburress@gmail.com)

## **EDUCATION**

### Western Kentucky University

- \*Bachelor of Arts in Psychology
- \*Masters of Education, Rank II LBD and FMD certification
- \*Rank I Director of Special Education

### Campbellsville University

- \*English/Communications

### University of Louisville

- \*Independent Research (Budgets, Regulations)

### Liberty University

- \*PhD in Special Education: I am currently enrolled and halfway through this program.

- \*Course of study

## **WORK EXPERIENCE**

School of Education  
Campbellsville University  
One University Way  
Campbellsville, Kentucky 42718  
Title: Special Education Instructor  
2019 to present

## **RESPONSIBILITIES**

- I teach undergraduate education courses primarily in the area of Special Education. I also teach the Director of Special Education Practicum course as I have many years of experience as a Director of Special Education. Additionally, I advise all students who are majoring in Special Education or in the dual certification program (P-12 LBD and K-5 regular education). I provide pre-professional development presentations, develop classroom lessons, grade and provide feedback to students. I provide guidance about required assignments, required education forms, clinical experiences, and meet with advisees to plan their class schedules. I have student teachers whom I supervise as their University Supervisor. These students include both graduate and undergraduate students.
- I serve the School of Education as the chairperson of the Special Education Advisory Council. This council meets annually with Directors of Special Education who are members of our partner school districts. We review data gathered from previous years that indicate how students are performing who are enrolled in our special education programs. We then make plans together as a result of the data covered.
- I enter information for the Special Education programs taught at Campbellsville University (both graduate and undergraduate) in the Strategic Planning Online (SPOL) reporting program that Campbellsville University uses.

- I am on the Leadership Committee with the School of Education where we make decisions and updates for the programs we offer, and plan for future professional reviews.
- I am a member of the Social Emotional Learning (SEL) Trauma Committee. We realize the importance of addressing SEL Trauma and embed this instruction in the courses that we teach in the School of Education.
- I am on the CAEP Standard 2 Committee as we prepare for the next CAEP visit.
- I am a member of both the Undergraduate and Graduate Committees. We plan events, review programs, and make changes that are in the best interests of the students attending the School of Education.

**Special Education Presentations formed for Pre-Professional Development:**

Collaboration and Communication

Dyslexia

Engaging Students Who Have Disabilities

The Essence of Special Education

**Member of the following Professional Organizations:**

Council for Exceptional Children

Southern Early Childhood Association

IHE Special Education Consortium

Kentucky Association of School Administrators

Campbellsville University Disability Advocate Council,

Role: Diversity Faculty Affiliate

Omega Nu Lambda National College Honor Society

---

**Employment History**

Spencer County School District, Taylorsville, KY 40071

Title: Early Childhood Care Coach

Spring 2018

**RESPONSIBILITIES**

- I worked both within and outside the school district with concentration on kindergarten readiness. I instructed preschool children in the school child care (Bear Care) on campus. I conducted Brigance screenings to determine kindergarten readiness for each child. I worked in the community to increase awareness by reaching out to local child care centers in Spencer County. I was a member of the FRYSC Council, attending meetings and participating, as needed, in various outreach initiatives (Born Learning Academy). I provided parent trainings on kindergarten readiness at the two elementary schools, forming Power Points, doing presentations, answering questions, and providing follow-up information.

---

Caretaker for my husband and his estate. He passed away in 2017.

2014 to 2018

---

Southgate Independent School District

6 William Blatt Ave.

Southgate, Kentucky 41071

Title: Director of Special Education, Preschool & Section 504 Coordinator

2013 to 2014

**RESPONSIBILITIES**

- Infinite Campus Special Education Administrator,
- Work with Administrators to problem solve issues,
- Complete and submit reports to Kentucky Department of Education (e.g. Child Count, Kentucky Continuous Monitoring Process, Preschool),
- Budget for Special Education and Preschool Departments for entire school district,
- Provide professional development to regular and special education teachers and assistants,
- Participate in meetings with the Northern Kentucky Educational Cooperative that impact Special Education, Section 504 and Preschool school expectations and performance,
- Work jointly with the District Assessment Coordinator to meet federal and state requirements for Special Education and Section 504,
- Present reports to the Board of Education.
- Conduct classroom walkthroughs to observe teaching and students to ensure that proper instruction is taking place and students are progressing individually and as a group, and
- Chair all Admission and Release Committee meetings for the district.

---

Traveled with husband  
2012 to 2013

---

Owen County School District  
1600 Highway 22 East  
Owenton, Kentucky 40359  
Title: Director of Special Education, Preschool & Section 504 Coordinator  
2006 to 2012

**RESPONSIBILITIES**

- Complete and submit reports to Kentucky Department of Education (e.g. Child Count, Kentucky Continuous Monitoring Process, Preschool),
- Determine interview candidate credentials, interview with principals to hire qualified special education and preschool personnel,
- Budget for Special Education and Preschool Departments for entire school district,
- Work with Administrators, Principals and Assistant Principals to problem solve issues,

- Provide professional development to Admission and Release Committee Chairpersons, 504 Building Chairpersons, regular and special education teachers and assistants and district wide (e.g. Co-Teaching, Special Education Policies and Procedures, Confidentiality),
- Ensure programs address college and career readiness for students beginning in middle school and intensifying in high school,
- Participated and graduated from class of 2008 Owen County Leadership,
- Conduct classroom walkthroughs to observe teaching and students to ensure that proper instruction is taking place and students are progressing individually and as a group,
- Participate in meetings with the Ohio Valley Educational Cooperative that impact Special Education, Section 504 and Preschool school expectations and performance,
- Member of the Instructional Support Leadership Network for Owen County Schools,
- Work jointly with the District Assessment Coordinator to meet federal and state requirements for Special Education and Section 504,
- Work jointly with the Director of Pupil Personnel on Infinite Campus reports and data,
- Infinite Campus Special Education Administrator,
- Presented reports to the Board of Education monthly meetings,
- Grant writing (e.g. WHAS Crusade for Children, Kentucky Early Childhood), and
- Chair Admission and Release Committee meetings that require expert guidance.

---

Spencer County School District, Taylorsville, KY 40071  
 Title: Exceptional Child Educator, ECE Team Leader  
 2001 to 2006

### **RESPONSIBILITIES**

- I taught students who had disabilities as identified through Special Education Policies and Procedures. I worked with the Director of Special Education to ensure information was given to team members of our exceptional education staff at Spencer County Elementary School. I trained jointly with the Director of Special Education and attended various professional development trainings and updates. I carried out state guidelines and regulations. I served multiple years as the Budget Committee Chairperson for Spencer County Elementary School.

---

Nelson County School District, Bardstown, KY 40004  
 Title: Exceptional Child Educator  
 1990 to 2001

## **RESPONSIBILITIES**

- I taught students who had functional mental disabilities, autism, traumatic brain injuries, and other developmental delays. I participated in Admission and Release Committee meetings where decisions were made based on the needs of each student whom I served. I carried out the Individual Education Plans and supervised teaching assistants. I participated in staff professional development and adhered to state guidelines and regulations.