

Tracey Beno Pritchard, Ed. D.



OBJECTIVE: University Professor

EDUCATION: Doctorate in Innovation and Leadership
Wilmington University, New Castle, DE

Dissertation: Students' Perceptions of the Hybrid Learning
Structure: An Exploratory Study

Practicum: Whispers from Within: An Examination of Organizational Climate

Masters of Education in School Counseling
Wilmington University, New Castle, DE

B.S. in Elementary Education (PK-8)
Liberty University, Lynchburg, VA

CREDENTIALS: State of Delaware: School Leader II, Superintendent Cert.
School Leader I, Principal Certificate
Middle Level Teacher 6-8
Elementary Teacher 1-8
Secondary School Counseling

ACSI Professional Certificate, Principal – all levels

PUBLICATIONS: Pritchard, T.B. (2008). *Students' perception of the hybrid learning structure: An exploratory study*. Berlin, Germany: Saarbrucken.

EXPERIENCE:

Liberty University, Lynchburg, VA

2006 - present

Distance Learning Professor

2006 - present

Duties include teaching Master and Doctoral level courses in elementary and secondary education, school leadership and school counseling. Courses I teach include but are not limited to:

- *School Administration*
- *Advanced Educational Psychology*
- *Leadership Principles and Public Relations*
- *Fundamentals of a Guidance Program*
- *Teaching and Supervision*
- *Collaboration, Consultation, and Referrals*
- *Curriculum Fundamentals*

Committee Chair and/or reader for doctoral students completing the dissertation phase of the doctoral program.

Instructional Mentor entails supervising, encouraging, coaching, and evaluating a select group of online instructors.

Subject Matter Expert includes overseeing specifically assigned courses through updating information and identifying necessary content changes while supporting instructors who are teaching the course(s).

Internship Supervisor includes the supervision and evaluation of students completing his/her internships in a school setting.

Wilmington University, New Castle, DE

2005 - present

Adjunct/Online Instructor

2004 – present

Duties include teaching Master level courses in education including but not limited to:

- *Child and Adolescent Development*
- *Principles and Practices of School Counseling*
- *Tools and Techniques of Counseling*
- *Ethical Issues in Education*
- *Group Counseling*
- *Career and Information Services*

Graduate Faculty Representative

2005 – 2006 and 2009 - 2010

Lead Adjunct for the school counseling program

2009 - 2010

Develop and build brick and mortar as well as hybrid courses.

Administrative Coordinator and Asst. Professor Division of Ed.,

2006 -2008

Assisted the dean with Division of Education business:

- Handled dean related issues when dean was unavailable.
- Membership on college and state level committees including:
 - Curriculum Cadre
 - Instructional Resources
 - Mid-Atlantic Association for Employment Education
 - Faculty Senate
- Taught courses at the Masters level in school counseling and elementary education
- Taught courses at the undergraduate level in the area of elementary education
- Assisted program coordinator of the school counseling program
- Wrote curriculum and developed courses
- Worked on educational technology program development.
- Instituted technology integration into data collection activities for division of education
- Participated in NCATE accreditation process
- Participated in the planning and execution of summer open houses
- Member of the Faculty Resources committee - senate
- Observed and evaluated school counseling students in the field
- Oversight of payroll and budget for special pay
- Reader on dissertation committees
- Assisted with interviews for incoming doctoral cohorts

Red Lion Christian Academy, Bear, DE,

1998 - 2009.

RLCA, which is the largest Christian school in Delaware, is a college-preparatory academy serving over 850 students representing nearly 500 families from four states.

Director of Institutional Advancement

2008 - 2009

Duties included but not limited to public relations, advertising, grant writing, fundraising, program development and event planning, community awareness for RLCA, development of advancement office and activities, oversight of development office staff and volunteers.

- Created and developed new advancement office
- Redesigned, organized, and ran Christmas Around the World annual fundraising auction
- Worked with admissions office in recruitment and retention of students
- Participated in new family interviews and new student testing
- Participated in open houses
- Designs all student recruitment materials
- Member of New Castle County Chamber of Commerce
- Organized and implemented student ambassador program
- Website oversight and updates
- Responsible for publication and design of RLCA's ROAR newsletter three times a year
- Instituted a donor tracking system
- Wrote and received a \$40,000 grant from ECCO Campus Card System
- Serves as the public relations officer
- Developed a legacy giving program
- Supervision of advancement staff and volunteers

School Board Member

2005 – 2008

Duties included organizational planning, development of job descriptions, committee work, accreditation, annual budget, evaluations, policy work and community ambassador.

- **Chair, School Board Policy Manual**
Wrote the School Board Policy manual including governance policy, fiscal management, human resources and student/faculty portions required for accreditation
- **Chair, Accreditation Committee**
Lead initial accreditation process successfully culminating in accreditation with both ACSI and Middle States
- Approved the construction and completion of a multi-sport athletic stadium
- Hired a new Headmaster
- Set yearly tuition rates
- Facilities expansion
- Increased enrollment
- Implementation of tuition aid program
- Raised teacher salaries
- Supported head in the development of administrative and director team
- Hired a CFO

Upper School Administration

2001-2005

Duties included but not limited to the following:

- Assisted high school principal
- Member of transition team as school went from a PK-8 to a PK-12 school
- Scheduling of courses and students
- Member of crisis management team
- Conflict resolution
- Student discipline and dress code
- Designed, implemented and oversaw faculty mentoring program
- Recruited, interviewed and recommended individuals for staff vacancies
- Participated in new parent interviews
- Member of Student Affairs committee – ad hoc board committee
- Planned and attended senior class trips
- Development of School Emergency Plan
- Updating of student and faculty manuals
- Aided in the development of the yearly school calendar

Director of Guidance

1999 - 2005

Personally designed, developed, implemented, and maintained a comprehensive guidance program as part of the developing high school.

- Implementation of comprehensive guidance program
- Oversight of college application process
- Provided academic support for parents and students
- Provided emotional and social support for students as well as crisis counseling
- Maintained student records
- Provided emotional and professional support for faculty and staff
- Member of graduation committee
- Chair of Career Day committee
- Member of special education committee
- Prepared and conducted parent informational meetings
- Test coordination
- Supervised counselor internship students from University of Delaware and Wilmington University

Middle School Teacher

1998-2005

Responsibilities included middle school science, 9th grade science/health teacher ('98-'99), middle school math and study skills teacher ('99-'00), middle school math and, study skills teacher and ('00-'01), and the development and writing of the 7th, 8th grade math and 12th grade psychology curriculum**Director of Cheerleading**

2002 - 2003

Responsible for the general structure and daily activities of the cheerleading program as well as middle and JV coaching staff.

Specific duties included:

- Organized and directed all pep rallies

- Promotion of overall school spirit for spirit week
- Designed practices and tryouts
- Teams participated in games and competitions
- Responsible for cheerleading budget
- Supported all coaches
- Led fundraising efforts for teams
- Worked with RLCA Booster Club in purchase of new uniforms

Head Cheerleading Coach

1997-1998

Responsibilities included:

- Oversight of the general structure and daily activities of the cheerleading program.
- Organization and running of pep rallies
- Promotion of overall school spirit
- Planning and running of practices and tryouts
- Oversight of budget
- Dispersed all scholarship money
- Participated in community events
- Teams participated in games and national competitions
- Worked with and supported all assistant coaches

Faith Christian Academy, Hurt VA

1992 - 1995

Third Grade and Middle School Teacher, responsibilities included classroom management, keeping records, curriculum development, test development, fundraising, class trips, general classroom duties, and yearbook editor. Specific classes taught included middle school math, science, English, reading, spelling, computer, and third grade.

Little Steps Preschool, Lynchburg, VA

1991-1992

PK-4 Teacher, responsibilities included curriculum development, crafts, indoor and outdoor play, assessments, small/large motor development, and parent conferences.

Conference and In-service Speaker,

2001-present

Seminars developed and/or presented on topics such as:

- Depression in the Classroom
- Building a Comprehensive Guidance Program
- Leadership Development
- Multiple Intelligences in the Classroom
- Keys to Successful Group Counseling
- Legal Implications in School Counseling
- Individual, Group and Career Counseling
- Structuring an Online Learning Environment
- Depression and Suicide in School: A Proactive Approach
- The Necessity of an Elementary and Middle School Counselor: Debunking the myth that Christian Schools only need a High School

- Counselor
• Various women's events such as Christmas teas, spring flings, brunches, etc.

OTHER:

Accreditation Visiting Team Member, Association of Christian Schools International; participated on teams consisting of education professionals whose task was to evaluate curriculum, programs, policy, etc. for a school seeking accreditation.

Civic Association Co-President, Woodlawn Estates '03-'04; Organized, planned and lead neighborhood community monthly meetings and community activities.

Office Manager, Liberty University, Lynchburg, VA, '92 -'93. Department of Physical Education office manager and secretary to the Dean, typed tests, data entry, working with students and faculty, copying, filing, grading, scheduling, fall and spring registration, and student advising.

Cheerleading Coach, Liberty University, Lynchburg, VA, '92-'94. Responsibilities include overseeing the general structure and daily activities of a co-ed cheerleading program. Specific duties include organization and running of pep rallies, distributing scholarships, budget, promotion of overall school spirit, practices, tryouts, and competitions.

**ORGANIZATIONAL
AFFILIATIONS:**

Kappa Delta Pi
American Association of University Professors
American School Counseling Association
Association of Supervision and Curriculum Development