

TONYA EBERHART, Ph.D.

INNOVATIVE INSTRUCTION | LEADERSHIP DEVELOPMENT

Leader with proven success developing individuals of all ages

- Strength and passion for teaching and developing individuals of all ages in a variety of focus areas
- Exceptional written communication skills, including developing curricular materials, technical manuals, literature reviews and other published and printed materials
- Extensive experience as a Project Manager, including over five years directing multiple projects and teams
- Trusted leader with outstanding ability to work with cross-functional teams, experienced in teaching, presenting, facilitating meetings, and broad collaboration
- Skilled with a variety of technologies, including Microsoft Office, SharePoint, OneDrive, Skype for Business, Zoom, GoToMeetings, PeopleSoft and HTML coding

PROFESSIONAL EXPERIENCE

Instructor | **Fort Hays State University US/Sino partnership with SIAS International University, Xinzheng, Henan PR China** 2018 – 2019

Instruct approximately 115 Chinese and international students, develop, plan, and deliver course syllabi, course instruction, lecture, labs, and engagement activities

- Work with foreign faculty from all over the world to engage a diverse student population
- Maintain a class syllabus, assignment log, and additional material aides for the students
- Participate in faculty meetings and committee work to establish curriculum
- Plan lectures, assignments, labs and in-field experiences in accordance college catalog descriptions, course syllabi and outlines.
- Organize, prepare and revise (as needed) course materials; design, administer and grade examination papers
- Ensured content level of course materials in exams has been covered in class

The University of Kansas Achievement and Assessment Institute 2011 to 2018
Project Coordinator, Center for Public Partnerships and Research (October 2017 to October 2018)

Plan projects and activities, collaborate on written proposals, and evaluate projects

Project Evaluation

- Write literature reviews, create evaluation questions, and define measurable outcomes
- Select a methodological approach and data collection instruments
- Collect and analyze data and present in written and/or verbal form

Project Manager for Operations and Accessibility, CETE (October 2012 to October 2017)

Accountable for leading all research projects related to Test Operations and Accessibility. Hire, train, and lead 20 professionals in cross-functional teams to deliver outstanding results in content deliverables

Project Management

- Gather project requirements, determine project scope and risks, perform user acceptance tasks, build schedule of deliverables, and perform post-implementation review
- Manage changes to project scope, and collaborate with team managers to solve cross-project challenges
- Identify problem issues, determine risk, and mitigate, prioritize and work to resolution

Collaborative Leadership

- Create and establish team processes and individual staff training; create new process manuals and training guides based on content delivery system and new policy guidelines
- Hire and train staff as well as create technical documents, department manuals, and guides for training purposes
- Collaborate and coordinate with various internal teams to meet requirements and content deliverables

Senior Math Editor, CETE Editing & Communications Team (July 2011 to October 2012)

- Wrote and edited research documents, educational articles and tutorials, and instructional materials. Composed and edited technical guides and manuals.
- Ensured compliance with in-house content writing style guides, entered items into content platform and delivery system, and tracked writing and editing of research and written documents

International Learning Corporation (ILC)

2003 to 2011

Start-up company (now a part of NWEA), provides computerized instructional and assessment resources for K-12.

Trainer and Content Specialist

Employed from initial start-up and throughout ILC's existence, performed various roles depending on company needs.

- Monitored computerized testing program and collaborated with internal technology department to create and tweak software based on customer requirements and expected deliverables
- Created and edited technical manuals, mathematics curriculum, assessment items, tutorials, educational articles, and instructional materials for teachers, school administrators, and parents
- Developed written training and help materials, and performed on-site training at K-12 schools systems for administrators, teachers and technology specialists

Parenttutor.com Corporation / Scantron Corporation

1998 to 2002

Computerized instructional resource company, which became a subsidiary of Scantron Corporation in 2001.

Mathematics Content Department Manager

- Disseminated workloads to employees within the department during each phase of development, monitored progress, and checked final work product
- Concurrently managed and provided training on use of software programs to a team of in-office staff as well as consultant-based nationwide teachers
- Provided technical support to teachers and educational administrators who used Parenttutor.com's educational online instructional and assessment products
- Created mathematics curriculum, tests, tutorials, educational articles, and instructional materials for teachers, school administrators, and parents

Instructor | **Phillips University** *Enid, Oklahoma*

1997 to 1998

Instructed approximately 90 students from diverse backgrounds each semester; developed, planned, and delivered course syllabi, course instruction, lectures, labs, and activities

- Taught Health Education courses, created course syllabi, planned instruction, lectures and lab activities, responded to student questions and concerns, evaluated student progress
- Maintain a class syllabus, assignment log, and additional material aides for the students
- Participate in weekly meetings with faculty to discuss departmental goals and upcoming events
- Plan lectures, assignments, labs and in-field experiences in accordance college catalog descriptions, course syllabi and outlines.
- Organized, prepare and revise (as needed) course materials; designed, administer and grade examination papers
- Ensured content level of course materials in exams has been covered in class

Instructor / Coach | **Southwestern College** *Winfield, Kansas*

1992 to 1997

Instructed approximately 200 freshmen through senior-level students from diverse backgrounds each semester; developed, planned, and delivered course syllabi, planned instruction, delivered lectures, and instructed labs

- Taught Health Education courses, created course syllabi, planned instruction, lectures and lab activities, responded to student questions and concerns, evaluated student progress
- As Chair of the Department Curriculum Committee, analyzed National Standards and served as liaison to department to meet NCATE accreditation standards; worked with team members to develop an interdisciplinary instructional design system
- Coordinated with school district educators to plan and supervise student teacher experiences
- Maintain a class syllabus, assignment log, and additional material aides for the students
- Participate in weekly meetings with faculty to discuss departmental goals and upcoming events
- Plan lectures, assignments, and labs in accordance college catalog descriptions, course syllabi and outlines.
- Organized, prepare and revise (as needed) course materials; designed, administer and grade examination paper

Instructor / Coach | Southwestern College - continued

- Served as academic advisor and student recruiter: initiated contact with potential students through college fairs, school visits, and home visits and communicated with student and parents regarding their needs, and recommended a plan for coursework toward a degree
- Coaching responsibilities of planning and organizing practices and game schedules, and leading a small staff
- Awarded for recruiting the highest number of student athletes in the school's history, and coached the women's volleyball team to two consecutive conference championships

Instructor / Coach | Labette Community College Parsons, Kansas

1990 to 1992

Taught pre-college algebra prep courses, created course syllabi, planned instruction, lectures and lab activities, responded to student questions and concerns, evaluated student progress, and served as Volleyball Coach.

EDUCATION

Ph.D. in Curriculum & Teaching | Completed 2015

The University of Kansas Lawrence, Kansas

Master of Science in Education

Pittsburg State University Pittsburg, Kansas

Bachelor of Science –Physical & Mathematics Education

Colorado State University Pueblo, Colorado

Doctoral Dissertation Defense:

A Comparison of Multiple-choice and Technology-enhanced Item Types Administered on Computer versus iPad.

RECENT PUBLICATIONS/DEVELOPMENT PROJECTS

Educational Practices that Promote Social-Emotional Learning presentation at the KU Strategies for Education Improvement Conference; June 1, 2018.

Coauthored: *Positively transforming minds within educational systems: An inner-directed inquiry process for educators and the students they serve.* ISBN 978-0-692-09663-5. PublishDrive Free e-books. Retrieved from http://rushingtoyoga.org/?page_id=286

Coauthored: *Mindful Compassion and Social Emotional Learning.* United Nations Educational Scientific Cultural Organization Mahatma Gandhi Institute of Education for Peace and Sustainable Development - UNESCO MGIEP Publications. Retrieved from <http://mgiep.unesco.org/publications>.

Developed online curriculum, developing academic, decision making, and leadership skills in young adults--
<https://www.theunstoppableteen.com>