

# SARAI GRIFFITH

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Dedicated Early Childhood Development professional focusing on training and leadership, eager to bring forward-thinking educational strategies, curriculum innovation, and team leadership to a dynamic teaching role. With a strong foundation in child development principles and a commitment to professional excellence, I aim to foster an engaging learning environment that supports children's holistic growth and empowers educators through comprehensive training programs. Ready to contribute to the institution's academic knowledge and practical experience in early childhood settings.

## EDUCATOR PHILOSOPHY

Committed to empowering future early childhood educators and administrators with the latest technology and innovative teaching resources. My approach combines a deep understanding of child development with cutting-edge educational tools, fostering environments that nurture both educators' and students' growth. I believe in continuous professional development and collaborative learning to elevate early childhood education standards.

## EDUCATION

FEBRUARY 2024

**MS IN EARLY CHILDHOOD STUDIES - ADMINISTRATION, MANAGEMENT, AND LEADERSHIP**, WALDEN UNIVERSITY

3.9 GPA - Focused on leadership strategies and administrative skills essential for managing early childhood education settings.

DECEMBER 2023

**BA IN EDUCATIONAL STUDIES – ELEMENTARY EDUCATION**, WESTERN GOVERNORS UNIVERSITY

3.6 GPA-Specialized in elementary education principles, including curriculum development and student engagement strategies.

## EXPERIENCE

JULY 2022 – PRESENT

**QUALITY SPECIALIST**, EARLY LEARNING COALITION, FLAGLER, AND VOLUSIA COUNTIES

SKILLS

**CERTIFIED CLASS (INFANT, TODDLER, PRE-K, PRE-K 2.0, PRE-K AND INFANT AND TODDLER ENVIRONMENT) OBSERVER AND COACH.**

**CONDUCTED CLASS OBSERVATIONS.**

**PROVIDED PROFESSIONAL DEVELOPMENT OPPORTUNITIES.**

## **MANAGED PROJECTS AND COMMUNICATION. MONITORED EDUCATIONAL PROGRAM EFFECTIVENESS.**

- Leveraged instructional design and early childhood education expertise to implement educational programs and courses, ensuring alignment with established quality standards.
- Performed as a Certified CLASS Observer for VPK-Pre-K, Toddler, and Infant programs, offering educators and administrators constructive feedback and enhancing children's learning experiences.
- Fulfilled the role of Certified CLASS Coach for Infant and Toddler programs, guiding teachers in refining their instructional strategies and classroom practices.
- Executed a comprehensive Toddler Program, including adherence to teacher-student ratio, technical assistance, and coaching requirements.
- Conducted CLASS observations across SRPA and VPK programs using the CLASS tool, providing critical feedback to maintain and uplift educational quality.
- Integrated professional development sessions leveraging trauma-informed and teaching strategies certifications and expertise in FSU's ten components for quality childcare.
- Ensured effective provider communication and project management through strategic use of Team and Microsoft 360 tools, fostering collaborative team environments.
- Regularly evaluated and enhanced educational program effectiveness, implementing necessary adjustments to secure optimal child development outcomes.

**FEBRUARY 2020 – JULY 2022**

**BUSINESS ADMINISTRATOR, LITTLE HANDS BIG HEARTS ACADEMIES**

**SKILLS**

### **DEVELOPED POLICIES, PROCEDURES, AND EDUCATIONAL PROGRAMS. MANAGED HIRING, SOCIAL MEDIA, AND WEBSITE. ENSURED COMPLIANCE WITH REGULATIONS AND STANDARDS.**

- Collaborated with the center's owner to revise policies and procedures for Florida DCF compliance, applying my instructional design and early childhood education expertise to enhance educational programs.
- Crafted essential center documents, including Parent and Employee Handbooks and Children Enrollment Packages, ensuring precise and consistent communication with families and staff.
- Oversaw the entire recruitment process from developing job postings to conducting interviews and onboarding, securing highly qualified staff members.
- Managed and expanded the center's digital footprint through effective social media strategies and website creation, fostering community engagement and communication.
- Stepped in as interim Director, leading operations to ensure the provision of quality childcare and education.
- Managed inventory procurement and maintenance to support daily center operations.
- Led the licensing documentation process, ensuring adherence to all state and local regulations for operational compliance.
- Upheld high-quality childcare standards, employing developmentally appropriate practices for enhanced learning experiences.
- Monitored classroom ratios for mixed-age groups, ensuring regulatory compliance and providing staff feedback.
- Streamlined the student enrollment process, from initial family consultations to managing financial transactions.
- Developed and supported staff in lesson plan creation, promoting engaging and effective educational activities.

- Conducted comprehensive financial report management for the owner, ensuring meticulous financial oversight.

**JANUARY 2019 – MARCH 2020**

**SETTLEMENT POSTER, COMPLETE CARE**

SKILLS

**ADMINISTRATIVE TASKS RELATED TO FINANCIAL TRANSACTIONS.**

**JANUARY 2018 – OCTOBER 2018**

**ASSITANT DIRECTOR, KID CITY USA**

SKILLS

**MANAGED OPERATIONAL AND EDUCATIONAL ASPECTS OF THE CENTER.**

**JANUARY 2016 – SEPTEMBER 2017**

**CURRICULUM SPECIALIST, NUESTRO BEBE DAYCARE**

SKILLS

**MANAGED THE CURRICULUM FOR MIXED-AGED CLASRRROM FOLOWING THE PUERTO RICO DEPARTMENT OF CHILDREN AND FAMILY EDUCATIONAL STANDARDS.**

**MARCH 2010 – SEPTEMBER 2017**

**ADMINISTRATIVE ASSISTANCE, ARTE GRAFIKO INK**

SKILLS

**EXECUTIVE ASSISTANT DUTIES AND PROJECT MANAGEMENT.**

## SKILLS

- **Instructional Design:** Proficiency in creating engaging, educational content tailored to various learning styles and developmental stages.
- **Classroom Management:** Expertise in fostering a conducive learning environment for young learners.
- **Educational Technology:** Skilled in utilizing digital tools and platforms (e.g., Microsoft Teams 360) to enhance instructional delivery and student engagement.
- **Curriculum Development:** Competency in designing and implementing curricula that meet educational standards and learning outcomes.
- **Project Management:** Ability to manage educational projects, including program development and evaluation.
- **Regulatory Compliance:** In-depth knowledge of Florida DCF regulations, licensing requirements, and compliance standards.
- **Child Development:** Understanding developmental milestones and strategies to support age-appropriate learning experiences.
- **Certifications:** CLASS Certification (Observer and Coach), Trauma-Informed Care, Teaching Strategies certification.
- **Social Media and Web Management:** Skills in managing online presence, including website development and social media engagement.

## RESEARCH INTERESTS

As an early childhood education professional with a rich blend of practical experience and academic achievement, I am deeply interested in exploring the multifaceted dimensions of early learning environments. My research interests center around developing innovative instructional strategies that support diverse learners, focusing on leveraging technology to enhance learning outcomes. I am passionate about investigating the impact of trauma-informed practices in early childhood settings, aiming to create resilient learning spaces that cater to the holistic needs of young children. My interest in administration, management, and leadership within early childhood education also drives me to explore effective leadership models that foster collaborative, inclusive, and high-quality educational environments. Through my research, I seek to contribute to the body of knowledge that supports educators, administrators, and policymakers in optimizing early childhood education practices and policies for the benefit of all learners.

## CERTIFICATIONS

- **CLASS Observer Certification:** Certified in Classroom Assessment Scoring System for Infant, Toddler, Pre-K, and Pre-K 2.0, demonstrating expertise in assessing classroom interactions and environments that impact child development and learning.
- **Florida State University 10 Quality Components for Infants and Toddlers:** Certified observer and trainer, specializing in the assessment and improvement of quality components critical to the developmental needs of infants and toddlers.
- **Practice-Based Coaching Certification:** Skilled in coaching practices that support educators in implementing effective teaching strategies and improving outcomes for all learners.
- **McCormick Center for Early Childhood Leadership Continues Quality Improvement Certification:** Certified in continuous quality improvement processes, emphasizing leadership and administrative practices that enhance early childhood education settings.