

# Brian D Bedard

Energetic, creative, and collaborative educational leader looking to take on new challenges in order to witness success in others.

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## EXPERIENCE

### **Detroit Catholic Central High School, Novi, MI — Registrar/Training and Development Specialist**

January 2017 - Present

- Created a “Tech Team” to help with the launch of the new integrated website and LMS system
- Designed the training goals for the faculty and trained the tech team to facilitate that learning to the other members of the school community.
- Created a training manual for faculty and staff, parents, students and alumni.
- Created instructional training videos for faculty and staff, parents, students, and alumni
- Scheduled the entire school, including teacher homerooms, lunches and prep periods.
- Worked with counselors to resolve any scheduling conflicts for students.
- Uploaded student and parent information into Naviance and x2Vol.
- Uploaded student billing information into Education Edge and SmartTuition.
- Responsible for updating parent, student, faculty and Alumni information in the school’s database.
- Go-to person for any issues or problems with the new system.
- Created the goals and timeline for training the faculty.
- Created a document to collect data (live) about the progress of the training and calculating the percent success rate and graphed the data to share with the school community.
- Configured data and reports to share with front office and teaching staff.
- Trained front office and athletic staff in how to use the new system.
- Responsible for creating and sending reports to the state of Michigan.
- Helped students, parents and alumni with problems and issues logging in and navigating the new system.
- Created online digital forms that can be signed and submitted online through the new system.
- Updated student transcript information.
- Put locks on all the lockers and uploaded the locker and locker combination into the school database to ensure students have this information.
- Created an excel spreadsheet to enable students to download their digital books to their iPads.
- Generated enrollment reports and shared this information with the business office, advancement office and auditors.
- Requested documents from our Platform providers to provide to the auditors.
- Worked with the Admissions office to streamline the admissions process through the new system.
- Worked with the Athletic department to train how to update rosters, scores and schedules in the new platform.
- Created a three year training program on the utilization of the Google Suite for Education.
- Chose a team and set goals and a timeline for meeting the training itinerary.
- Created instructional videos and training documents for this process.

- Lead the online learning transition during the Corona Virus epidemic and closure of Michigan schools. School was fully online 10 days after closure of schools.
- Filled in for several math teachers while they were out for various reasons during the 2019–2020 school year, teaching AP Calculus BC, Honors Precalculus, Honors Geometry/Trigonometry, Algebra 2, Algebra 1, and Plane Geometry.

### **Detroit Catholic Central High School, Novi, MI — *Mathematics Teacher***

August 2016 - December 2016

- Taught Algebra 1 and College Algebra, Statistics and Trigonometry
- Offered the position of Registrar in October 2016

### **South Redford Public Schools, Redford, MI — *Mathematics and History Teacher***

August 2014 - July 2016

- Taught Algebra 1, and Geometry.
- Helped Design the Math Department Dashboard on Google Sites.
- Worked with at risk students.
- Made data driven decisions on instructional techniques.
- Use multiple instructional strategies to reach different learners.

### **Detroit Catholic Central High School, Novi, MI — *Mathematics Teacher***

May 2008 - August 2014

- Taught Honors Math 1, Algebra 1, Honors Math 2, Geometry, Algebra 2, Basic Algebra 2, College Algebra, Trigonometry, AP Calculus AB and Pre-Calculus.
- Coached junior varsity bowling 2008 to 2010.
- Tutored students before and after school.
- Instructed summer school Pre-Algebra, Algebra and Geometry program.
- Reviewed and selected NHS members.
- Had students create websites and blogs to submit some of their work.
- Formed a PLC to integrate iPads in the classroom.
- Created a website for the PLC <http://ccipadplc.weebly.com/>
- Elected member of the faculty advisory board.
- Chosen to be interviewed as part of the accreditation process.
- Gave a workshop to other teachers how they can create a YouTube channel and upload instructional videos from their iPad, using the app Explain Everything, to their YouTube channel.

### **Washtenaw Community College, Ann Arbor, MI — *Adjunct Mathematics Instructor***

August 2008 - Present

- Taught fall, winter and summer sessions of Math 067 (Introductory Mathematics, Math 097 (Introductory Algebra), Math 125 (Everyday Math), Math 169 Intermediate Algebra, and Math 180 (Pre-Calculus)
- Tutored students before and after class.
- Over 80% student success rate on passing the LEE exam.
- Commended for the positive student feedback about my class.

### **Citizens/Hanover Insurance, Howell, MI — *Personal Lines Property/Auto Claims Adjuster***

August 2006 - August 2007

- Trained in water mitigation and fire restoration of property losses, at Vale National to write property

- estimates, on Xactimate property training computer program to write home repair estimates.
- Negotiated with clients and contractors about the settlement of claims.
- Handled Auto and Property Claims throughout the Midwest.

### **South Redford Public Schools, Redford, MI — *Mathematics and History Teacher***

August 2001 - July 2016

- Taught Algebra 1 and Pre-Calculus.
- Instructed and organized a pioneering Algebra 1 program with Carnegie's Algebra 1 cognitive Tutor
- Taught students with ability levels ranging from special-education to high ability.
- Tutored students before, after and during school including at-risk students and worked in an after school MEAP program.
- Created a website where students and parents could access to find out their student's homework, grade, and links to different math websites that I felt were conducive to learning outside of the classroom. .
- Class Sponsor for the class of 2005.
- Organized the Pre-Calculus class in order to make sure that every topic and objective met the Michigan Standards and Benchmarks.
- Participated in a NCCJ weekend retreat.
- Coached varsity golf from 2004-2006 and junior varsity baseball in 2002.
- Organized the 2006 Mega Blue Golf League Match at Salem Hills Golf Course.
- Chaperoned homecoming and prom dances.
- Announced the home boys' basketball games from 2001-2004.
- Ran the clock for the Junior Varsity and Varsity football games from 2001-2003.

### **Kent Street Senior High School, Perth, Western Australia — *Student Teacher***

April 2001 - July 2001

- Taught 8<sup>th</sup> and 10<sup>th</sup> grade mathematics.
- Instructed a class of low ability students.
- Instructed a year 10 class of high ability.
- Participated in Student Council.
- Chaperoned a student excursion as part of a fund raising campaign.
- Tutored students before, during, and after school.
- Adapted lessons for the needs of individuals within the group.
- Utilized various teaching methods to promote learning

### **Chippewa Hills Junior High School, Remus, MI — *Student Teacher***

January 2001 - March 2001

- Instructed the American History curriculum.
- Student population ranged from special education to regular education.
- Assisted students preparing for the Social Studies MEAP
- Collaborated with a group of students participating in the Odyssey of the Mind
- Served as a chaperone for the student ski trip

## **EDUCATION**

### **Eastern Michigan University, Ypsilanti, MI — *K-12 Administrator Certificate***

September 2012 - December 2017

- Earned enough experience to qualify for the Administrator Certificate.
- Completed a pre-conference, observation, post conference and professional growth plan with a veteran colleague.
- Completed a curriculum review with a colleague.
- Volunteered, observed and wrote an organizational analysis of Gleaner's Food Bank of Howell, MI.
- Created a vision and mission for a future educational environment.

## **Michigan State University, East Lansing, MI — *Master of Arts in Educational Technology***

May 2010 - May 2012

- Embedded voice in word and Powerpoint documents.
- Exposed and worked with voice threads, web blogs, web design web quest, stand-alone student activities, etc.
- Created blogs, embedding html and podcasts
- Created Podcast.
- Worked with Wikispaces and created a wiki.
- Created an online tutorial about a web application and posted it to my blog.
- Read and reviewed NCTM Principles and Standards.

## **Eastern Michigan University, Ypsilanti, MI — *Major Status in Mathematics***

August 2007 - August 2008

- Took additional math classes in order to attain Major Status in Mathematics and recertify..

## **Central Michigan University, Mount Pleasant, MI — *Bachelor of Science in Secondary Education***

August 1996 - August 2001

- Earned a major in History and minor in Mathematics
- Gave tours and participated in large group discussions about CMU with potential students and parents.
- Volunteered for the Winter Special Olympics

### **Interests**

My interests vary from spending time with family, technology, improving the educational process, math, history, home improvement, athletics, reading, and watching movies.