

Tonja L. Davis

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Employment History

Gear Up AVID/Coordinator

Seattle Schools @Mercer Middle School, Seattle WA

1/05-present

Duties:

- Provide Support to Principal and AVID team
- Coordinate Gear Up After School Program
- Provide opportunities for student exposure to career opportunities
- Provide Test Preparation workshops
- Maintain positive relationships with parents and families of students
In AVID and Gear UP; keep parents informed of program development and student progress
- Complete monthly reports to include detailed monthly reports to meet grant requirements (student progress, fiscal documents etc.)
- Organize Fundraising Activities
- Work in conjunction with school staff to inform students about college programs, entrance requirements and financial assistance.
- Provide opportunities for students to visit local college campuses
- Hiring and supervising tutors and volunteers

Program Director

Evergreen Children's Assoc./DBA Kids Company, Seattle WA

8/00-12/05

Duties:

- Hiring, supervision and evaluation of program staff
- Planning and implementation of developmentally appropriate activities for K-5
- Implement child-centered and teacher-supported activities that promote social, cognitive, physical and emotional development.
- Accounts payable and receivable
- Maintain center to meet state licensing requirements
- Facilitate staff training
- Foster positive relationships with center families
- Facilitate parent meetings

Program Coordinator

The Urban League of Metropolitan Seattle Education Department

11/98-6/00

Duties:

- Coordinate Safe Haven After School program
- Plan and implement developmentally appropriate activities for youth K-12
- Plan and implement Science Saturdays
- Plan and Implement Reading is Fun Literacy program
- Organize and implement College Planning Workshops
- Organize and Implement SAT Test Preps
- Maintain scholarship Bank
- Hire and supervise program volunteers and Summer Program Staff
- Plan and implement Summer program including overnight camp

Professional Accomplishments

References Submitted Upon Request

Aspire Conference – Conceived and Implemented Middle School	
Girls empowerment conference	2006
Edge Magazine - Conceived and Implemented Student Produced Magazine	2006
Facilitated Self Care workshop for child care professionals	2005
Facilitated Wide Game training Washington School Age Care Association	2003
Facilitated Wide Game training at Evergreen Children’s Assoc.	2004

Professional Development

Environmental Design Elemental Spaces	2007
AVID Middle School Training	2006
The Path to Leadership	2001
Planning Developmentally Appropriate Activities for School Aged	2000
Guiding the Development of School Age Youth	1999
Childhood /Adolescent Sexuality	1999
Methods of Culturally relevant Anti Bias Programming	1998
Building Partnerships with Diverse Families	1998

Education

Evergreen State College, Tacoma, WA BA Human Services	2005
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References Submitted Upon Request