

Michelle Arakawa

GOV. MSG. NO. 604

Educational Specialist

Special education professional highly skilled in working with districts, schools, and students by perceiving needs and supporting various functions. Extensive mentoring and tutoring experience.

Skills

Managing deadlines
Team collaboration
Procedures and Guidelines
Student-Centered decision making
Implementation of Inclusive practices
Instructional Strategies

Work History

2018-06 - Current

Educational Specialist

Hawaii Department Of Education, Honolulu, HI

- Provide Professional Development
- Provide Guidance and Assistance to districts and schools
- Collaborate with other educational specialist in statewide initiatives
- Supervise Resource teachers, speech pathologist, and educational interpreters
- Prepare legislative testimonies in areas of specialized programs
- Disseminate and share resources and current research with complex area and school level personnel

2010-07 - 2018-05

Student Services Coordinator

Kailua Intermediate School, Kailua, HI

- Schedule and lead Student Support Teams/Initial Evaluations, Eligibility Meetings,
- Core Meetings, and Peer Review Meetings
- Admin Designee when appointed for IEP meetings

- FAPE Letters
- Child Count
- DOH Referrals
- Academic Testing
- Observations
- Transportation Forms
- Extended School Year Forms
- Nursing Contracts, Skill's Trainer Contracts
- Tutoring Students
- Work with Speech, OT, PT, VI, HI, Behavior Health Specialist, and Autism
- Professionals to coordinate testing or services.
- Consult/Train Special Education and General Education Teachers
- Service Award 2012

2009-07 - 2010-06

Special Education Department Chair

Kailua Intermediate School, Kailua, HI

- Taught a reading class
- Led Department meetings
- Served on the Leadership Team
- Admin Designee when appointed for IEP Meetings
- Trained Special Education Teachers
- Purchased Curriculum and Supplies
- In charge of off campus IEPs
- Conducted Transition meetings with 9 feeder schools and 2 high schools.
- In Charge of Educational Assistants and their schedules

2004-08 - 2009-06

Special Education Teacher

Kailua Intermediate, Kailua, HI

- Special Education Inclusion Teacher for all Core subjects in 7th grade and 8th grade
- Developed individual educational plans (IEP)
- emotional, and social development.
- Reevaluations
- Communicated with parents and teachers regarding IEP progress
- Successfully transitioned sixth graders into the middle school setting and eighth graders into the high school setting.
- Conducted differentiated small group/whole classroom activities based on student's learning needs.
- Supervised and trained Educational Assistants
- Worked with a colleague to develop our school's inclusion program

2001-08 - 2004-07

Preschool Teacher

Parent Participation Nursery School, Kailua, HI

- Taught 3-year-old inclusive classes
- Lead Teacher
- Applied play-based strategies, including crafts and games, to provide diverse approaches to learning.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Allowed for ample outdoor discovery time each day.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Promoted sensory development by providing access to different textures.
- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Addressed behavioral and learning issues with parents and daycare management.

Education

Master of Arts: Education

Chaminade University of Honolulu - Honolulu, HI

Bachelor of Arts: English

University of Hawaii At Manoa - Honolulu, HI

Associate of Science: Medical Laboratory Technician

Kapiolani Community College/University of HI Community Colleges - Honolulu, HI

Early Childhood Education

Honolulu Community College - Honolulu, HI