
EDUCATION

Leland Stanford Junior University, Certificate of Completion for the Executive Program for Non-Profit Leaders, Stanford Graduate School of Business
Life Pacific College
BA in Business Administration & Ministry Leadership
University of Hawaii at Manoa, Center on Disability Studies, Honolulu, HI
Certificate in Developmental Disabilities Studies
Honolulu Community College, Honolulu, HI
Kapiolani Community College, Honolulu, HI
Punahou School, College Preparatory School, Honolulu, HI

EXPERIENCE

Leadership in Disabilities & Achievement of Hawai'i formally known as Learning Disabilities Association of Hawai'i

May 2017 – Present	<u>Executive Director</u> Chief Executive Officer of Leadership in Disabilities & Achievement of Hawai'i and is responsible for implementing the mission of the Agency, managing the activities of the Agency, and monitoring the sustainability of the Agency in the community.
Feb 2017 – May 2017	<u>Education & Training Manager</u> Promoted to manager. Responsibilities same as below.
Oct 2007 – Feb 2017	<u>Education & Training Coordinator</u> Develop curriculum, coordinate conferences, and provide training, outreach, and advocacy services for parents, families, and caregivers of children with disabilities and disability professionals. Collaborate with community partners and disability professionals to ensure children with disabilities are identified and receiving support services in Hawaii and U.S. Pacific territories, including Guam, American Samoa, Palau, Marshall Islands, Chuuk, Yap, Pohnpei, and Kosrae. Oversee hiring and training, professional development, and supervision of Parent Consultants, including managing advocacy caseloads for children with disabilities. Manage School Readiness Project for children ages 2-5, funded through Aloha United Way and Kamehameha Schools. Responsible for data collection and reporting for federal, state, and

foundation projects. Provide direct assistance with responding to request for proposals and grant writing.

July 2004 – Oct 2007 Parent Consultant

Provide training and advocacy services for families of children with disabilities and disability professionals. Maintained caseload of 20-30 families of children with disabilities, who were eligible for services under the Individuals with Disabilities Education Act (IDEA).

Learning Disabilities Association of Hawaii & State Council on Developmental Disabilities

Oct. 2003 – June 2004

Po'ohala Family Support Project Coordinator

Provided services to statewide advisory council on implementation of systems change and activities for supporting families with individuals with disabilities, including disseminating information on community resources and awarding mini-grants.

Hawaii Medical Service Association, HMSA

March 2003 – June 2003

Blue Cross/Blue Shield Customer Service Representative

Customer service representative for providers and members of HMSA, including research and follow up of outstanding claims.

Olomana Foursquare Church/Hope Chapel Olomana

Jan. 1999 – Aug. 2002

Business Manager/Licensed Associate Pastor

Responsible for business and financial operation of church. Planning, coordinating, and operation of services for congregation for approximately 300-400 members and attendees.

Rowe Household dba Family of Four

Oct 1996 – Jan. 1999

Household and Child Facilitator

Responsible for maintaining and managing a household of four people. Follow up and coordinate meal planning, medical appointments, special activities and childcare as required. Ensure that all financial obligations of the household were prepared and mailed within timelines provided.

Special Education Center of Hawaii (SECOH)

Jan. 1991 – Oct. 1996 Program Officer

Managed Home and Community Based Waiver Programs through the Department of Health, Developmental Disabilities Division.

Responsible for writing budgets, submitting RFPs for Legislative approval, supervising 150 direct service staff and five Program Coordinators, and overseeing campuses in Diamond Head and Pearl City. Develop, coordinate, and provide quarterly trainings to all direct service staff. Prepare policies and procedures manuals and administer evaluations for all personnel.

Special Education Center of Hawaii (SECOH)

Aug. 1988 – Jan. 1991

Assistant Director

Responsible for assisting Program Director with managing campus of approximately 110 children and adults with developmental disabilities and severe behavior disorders. Provided training and support for direct service staff, parents, and contracted professionals. Lobbied for state and federal policy and regulations, as directed by the Program Director.

Special Education Center of Hawaii (SECOH)

July 1985 – Aug. 1988

Administrative Assistant

Assist senior staff by providing clerical, scheduling and personnel support; such as, scheduling of parent/staff meetings, preparing annual calendars, and updating and maintaining information.

Special Education Center of Hawaii (SECOH), Waimano Training School & Hospital

Sept. 1982 – July 1985

Assistant Program Trainer

Provided direct services for federally funded grant for deinstitutionalization of adults with developmental disabilities. Received specialized training in community living services and assisted with placement and services. Responsible for developing and implementing Individualized Program Plans according to the West Virginia Assessment. Supervised Program Assistant and volunteer staff working in community care homes.

Special Education Center of Hawaii (SECOH)

Oct. 1979 – Sept. 1982

Educational Assistant

Special Education Teacher Assistant for children with developmental disabilities and severe emotional and behavioral disabilities, who were placed in a fully self-contained (FSC) classroom. Responsible for implementing Individualized Education Programs, under supervision of Special Education Teacher.

COMMUNITY SERVICE

Special Education Advisory Council (SEAC)

July 2015 – present Serve on advisory panel for State special education staff regarding the education of all eligible children with disabilities, under IDEA. Panel includes parents of children with disabilities, teachers, administrators, university professors, juvenile and adult corrections program administrators, private and charter school representatives, representatives from the Department of Health and the Department of Human Services, representatives for children who are in foster care or who are currently without a residence, and representatives from the community

Community Children’s Council Office, Member

2015 - present

Governor Appointed Council Member

July 2007 – June 30, 2011 First Appointment, First Term: Hawaii State Council on Developmental Disabilities, Education and Employment Committee

July 2011 – June 30, 2015 Second Appointment, Second Term: Hawaii State Council on Developmental Disabilities

Education Committee, Chair and Member

2007 – present Chair (2014; 2008 - 2010)
Vice Chair (2013)
Executive Committee Member & Past Chair (2009-2010)

AWARDS & HONORS

2016 The Special Parent Information Network (SPIN), *2016 Parent of the Year Award*

SPECIALIZED TRAINING

2016 Plus Optix Vision, Test Administrator
2014 Ero-Scan Hearing Screening, Test Administrator
2013 Ages & Stages Questionnaire-3, Test Administrator
2012 Southwest Autism Research Resource Center, Pivotal Response Training
2009 Promoting Social Emotional Competence, the Center on the Social and Emotional Foundations for Early Learning; U.S. Department of Health and Human Services, Administration for Child and Families
2005 Reactive Attachment Disorder, RAD, Dr. Bill Goble, PhD

2003 Systems Change, National Association of Councils of Developmental Disabilities,
1991- 1996 Federal Medicaid Waiver, Department of Human Services, State of Hawaii
1995 AAMR, Developmental Disabilities, Boston, MA
1995 People with Disabilities are People First, State Council on Developmental
Disabilities
1982 Mandt Training, Department of Health, Jim Cortez
1981 Judevine Center for Autism Training, Ellie Higa