

TIFFANY C. LONGSHORE, M.S.
11841 Marnelan Place Henrico, Virginia 23233
(770) 296.8778 • tclongshore@gmail.com

Summary Statement: Seeking an adjunct instructor position, offering the college well-integrated theoretical perspectives, sound pedagogical approaches, extensive educational background, and proven research skills

PROFESSIONAL PROFILE	AREAS OF EXPERTISE & STRENGTH
<ul style="list-style-type: none">– Well-developed research competence with adolescents and neurodiversity– Demonstrated ability to conduct a full range of in-depth evaluations for data assessment– Ability to gather facts from a variety of sources and derive keen insights from seemingly disparate pieces of information– Knowledgeable in the field of developmental psychology and the specific levels of cognitive functioning for adolescents– Experienced in the design of developmentally appropriate interventions	<ul style="list-style-type: none">– Innovative Lesson Planning– Interdisciplinary Collaboration– Technology Integration– Academically-Appropriate Content Differentiation– Empirical and Survey Research– Complex Data Analysis– Evaluation Research Methods– Educational Law and Policy Research– Social and Emotional Learning Trainer– Master's-Trained Conflict Manager– Group Dynamics and Restorative Practice

EDUCATION

M.Ed. in Curriculum and Instruction University of Richmond <u>Concentration:</u> Gifted and Talented Education <u>Content Specialization Research Topic:</u> Twice-Exceptional Students <u>Advisor:</u> Dr. Laura Kuti	2021 (Anticipated)
Graduate Certificate in Applied Behavior Analysis Ball State University <u>Concentration:</u> Applied Behavior Analysis and Adolescence	2020 (Anticipated)
M.S. in Conflict Management (with Honors) Kennesaw State University <u>Concentrations:</u> Conflict Relapse, Conflict Styles <u>Thesis title:</u> <i>Individualism / Collectivism in the Law Firm: Dispositional Effects on Conflict Relapse</i> <u>Advisor:</u> Dr. Volker Franke	2011
B.S. in Psychology Kennesaw State University <u>Concentrations:</u> Psychological Testing, Group Dynamics <u>Poster Presentation:</u> <i>Analysis of Psychometric Testing: Utilizing the MMPI as a Pre-Employment Prediction Instrument in Law Enforcement</i> <u>Capstone:</u> <i>Post-Traumatic Stress Disorder in Law Enforcement</i>	2003
A.S. in Social Science <i>J. Sargent Reynolds Community College</i>	2001

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TEACHING PROFILE

Educate Virginia Career Switcher Program Level I **2018**

Virginia Community College System

Endorsements: History and Social Sciences, Middle Education 6-8: Social Studies, Family and Consumer Sciences, Business Education

Capstone: Effective Collaborative Grouping and Conflict Styles

Virginia Board of Education Provisional Teaching License PRCS-0004498

Substitute Teacher • St. Christopher's School **Present**
Richmond, VA **02/2019**

- Review materials, follow, and teach lesson plans assigned by the students' teacher and assist students in assignment completion
- Maintain effective classroom management strategies, determine appropriate consequences for inappropriate student behavior, and address behavioral issues with students and administration
- Write a report for permanent classroom teacher about class events

Teacher Practicum: Honors Social Studies • Short Pump Middle School **10/2018**
Henrico, VA

- Independently managed a classroom of approximately 163 students
- Provided whole class instruction and observation
- Developed weekly lesson plan with cooperating teacher
- Presented a lesson and facilitated an independent activity with small groups
- Attended faculty meetings and participated in other routine teacher duties

Private Tutor • Self-Employed **Present**
Richmond, VA **12/2018**

- Assist student on social studies assignments by integrating reading and writing for relevance
- Test preparation to include classroom examinations and standardized tests
- Provide formative assessment of student learning and communication with parent
- Integrate technology in instruction via resources such as Khan Academy
- Develop academic strategies to improve study skills

HIGHER EDUCATION & INTERNSHIP EXPERIENCE

Conflict Management Program Student Mentor • Kennesaw State University **2011**
Kennesaw, GA **2010**

- Coached graduate students in performing relevant literature research in the field of conflict management
- Evaluated graduate student thesis literature reviews and provided feedback
- Assisted graduate students work through the IRB process for survey research design submissions
- Provided strategic research support to graduate students for pinpointing supporting peer reviewed journal articles for thesis

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HIGHER EDUCATION & INTERNSHIP EXPERIENCE (Continued)

Equal Employment Opportunity Commission–Kennesaw State University Conflict Management Program Liaison • Kennesaw State University Kennesaw, GA	2010
<ul style="list-style-type: none"> – Spearheaded the administrative reorganization of the internship program between the Conflict Management Program and the Equal Employment Opportunity Commission, inaugural program liaison – Created an internship training packet and successfully recruited, screened and placed candidates for internship 	
Alternative Dispute Resolution Department: Internship • Equal Employment Opportunity Commission • Government Agency Atlanta, GA	2010
<ul style="list-style-type: none"> – Assisted the mediation department in charge resolution under Title VII policies and procedures – Conducted private party training related to mediation – Evaluated in-take cases through interviews and anticipate next steps in investigation and mediation – Supported legal hearings department with position statements and case law review 	
Human Resources Affiliate: Internship • Kennesaw State University Kennesaw, GA	2010
<ul style="list-style-type: none"> – Assisted in global benefits enrollment for faculty, staff, and student workers – Organized HRIS data and performed compliance audit review – Reviewed ATS for candidate submissions – Extensive experience in BANNER web; reviewed pay bands and job descriptions 	

PROFESSIONAL EXPERIENCE

Contracts Specialist: Paralegal • Dominion Energy Richmond, VA	Present 01/2015
Senior Paralegal • Anton Paar USA, Inc. Ashland, VA	12/2014 06/2014
Legal Assistant • LeClair Ryan, LLP Richmond, VA	06/2014 05/2012
Client Relations Manager: Employment Law & HR • Service Provider Group Kennesaw, GA / Knoxville, TN	12/2011 06/2011
Administrative Office Manager • Eastland Tires, LLC Kennesaw, GA	05/2011 05/2008
Client Support Manager: Training & Development • Leadership Forward, Inc. Marietta, GA	04/2008 01/2007
Legal Practice Coordinator • McKenna, Long & Aldridge (Chairman's Office) Atlanta, GA	01/2007 04/2005

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ACADEMIC RESEARCH

Longshore, T. (2019). <i>Final Intervention Planning: An Intervention for Off-Task Behavior</i> [Experimental Report]. University of Richmond, Richmond, VA.	2019
Longshore, T. (2018). <i>Biological Causes of Impulsive Behaviors in the Classroom. Recommendations for Middle School Teachers</i> [White Paper]. Ball State University, Muncie, IN.	2018
Longshore, T. (2018). <i>College and Career Readiness: Why Aren't High School Students Prepared? Recommendations to District School Leaders.</i> [White Paper]. Ball State University, Muncie, IN.	2018
Longshore, T. (2018). <i>ADHD and Depression: Cognitive Causes, Psychosocial Effects. Recommendations to Parents.</i> [White Paper]. Ball State University, Muncie, IN.	2018

RESEARCH INTERESTS

– ADHD	– Executive Functioning Disorder
– Sensory Processing Disorder	– Neuroscience
– Twice-Exceptional Students	– Talented and Gifted Education

CERTIFICATES

Disability Support Services in Higher Education • Virginia Commonwealth University	2017
Mini-MBA • University of Richmond	2016
Civil Mediation • Georgia Office of Dispute Resolution	2010
Professional in Human Resources (PHR) • HR Certification Institute (HRCI)	2009
Business Management Certificate • Kennesaw State University	2007
Paralegal Certificate • Kennesaw State University	2003

WORKSHOPS & TRAINING

Individualized Education Plan (IEP) & Transition Planning • University of Virginia	2019
VCSS Annual Conference • Professional Development (9 sessions / 13.5 Hours)	2018
VATFACS Annual Conference • Professional Development (28 Hours)	2018
Behavior Technician Training • Relias Academy (Practitioner Level: 38 Hours)	2018
Annual Social Thinking Conference • Conference Participant (Trainer)	2017
ABC's of Behavior – Introduction to the ABC Model • Autism Society of Virginia	2017
Pathways Through Special Education in Virginia • disAbility Law Center of VA	2017
Mindful Parenting Conference • Chrysalis Institute	2017
Zones of Regulation • AEP Connections (Practitioner Level: 12 clock hours)	2017

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WORKSHOPS & TRAINING (Continued)

Grant Writing, Program Evaluation and Non-Profits (Graduate Level: 3 credit hours)	2011
Civil Medication Practicum Training (Practitioner Level: 12 clock hours)	2010
Train the Trainer Test Administration • Right Path Resources	2007
Working in Teams • Myers & Briggs Foundation	2004
Group SICT / SAVI • Systems Centered Training and Research Institute	2003
Basic SICT / SAVI • Systems Centered Training and Research Institute	2002

PROFESSIONAL MEMBERSHIPS

Association for Supervision and Curriculum Development (ASCD)
American Psychological Association: Division 15 Educational Psychology (APA)
Virginia Association for Teachers of Family and Consumer Sciences (VATFACS)
Virginia Council for the Social Studies (VCSS)
Virginia Education Association (VEA)
Association for Middle Level Education (AMLE)

PROFESSIONAL SERVICE

Advisory Board: Strategic Planning Committee	Present
Blessed Sacrament Huguenot Catholic School • Powhatan, VA	07/2018
Community Relations Committee Chair, Landscape Committee Co-Chair	08/2011
WLS Homeowners Association • Kennesaw, GA	08/2005

HONORS & AWARDS

Phi Kappa Phi
Golden Key International Honour Society
2001 Georgia Staffing Employee of the Year

TECHNOLOGY

Google for Education Certification – Educator Level 1
Microsoft Office Suite
Webex
Blackboard
Wordpress
Various Secondary Education Programs