

Heidi A. Voss

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Curriculum Writer – Educator – Chief Collaborator

Produces high-quality, engaging, and meaningful learning materials based on stake-holder collaboration, various instructional design models, theory-based practices, and each client's unique needs.

Recognized as a "Highly Effective" instructor and curriculum designer by the Executive Director.

Skills

Creative • Dedicated • Open-Minded • Close Attention to Detail • Strong Collaboration Skills • Avid Learner
Solution-Oriented • Takes Initiative • Leader • Strong Problem-Solving Skills • Flexible • Organized • Active Listener

Proficient with Microsoft 365 • Grounded Instructional Strategies • Online Meeting Platforms: Zoom, Skype, Microsoft Teams • ADDIE Model • Document Sharing Tools: Google Docs, SharePoint • Various LMS Platforms

Experience

Ed Venture Charter School • Hypoluxo, Florida • 07/2012 – Present

Curriculum Writer and Instructor – High School Exceptional Student Education

Designs curriculum and instructional materials that scaffold, differentiate, and modify learning experiences to meet unique learner needs based on learner's IEP goals with a 100% state compliance rate.

- **Instructional Design Style** Uses the ADDIE model, heavily influenced by learner interests to develop and deliver lessons grounded in Hunter's Elements of Design instructional strategy, with ten years of proven learner growth.
 - Each lesson contains six instructional activities that consider learner preferences and interests such as: correcting a favorite pop icon's grammar, reading instructions to create tangible objects like a paper airplane, and a dice game to reinforce mental math calculations.
- **Curriculum Design** Effectively incorporates technology and gamification into face-to-face, blended, and e-learning lessons, which produces high engagement and positive feedback from struggling learners.
 - Designed and implemented a weekly "Kahoot-ball" challenge series in which learners compete for the number 1 spot on the team by earning points in each week's mash-up of web-based, content-specific trivia and a basketball-with-a-twist learning experience.
- **Lesson Planning** Designs adaptable instructional materials to accommodate the needs of learners at various skill and socioemotional levels which includes scaffolded, differentiated, and customizable activities that create authentic learning experiences.
 - Develops intrinsic motivation of learners by providing options for how, when, what, who, and where the learner will work towards mastery of a learning goal.

Academic Coordinator and Training Program Designer

Assessed, designed, developed, implemented, and continually evaluated a professional development training series to a group of 18 teachers throughout the school year. The series provided meaningful learning experiences for teachers as well as ensured 100% state compliance rate with necessary training requirements.

- **Training Design** Planned and executed a monthly professional development training series for instructors based on a needs assessment with 100% compliance.
 - Training topics included How to Differentiate Curriculum, Understanding Exceptionalities, Becoming a Leader
- **Staff Development and Support** Oversaw and provided enrichment materials to first year teachers participating in the Educator Support Program with 100% participant completion.
 - Developed a guide to help first year instructors tackle common barriers to first year instruction with weekly check-in meetings to evaluate and assess instructor's concerns and questions.
- **Resource Development** Prepared instructional and planning templates to increase teacher efficiency and proficiency in lesson planning, assessments, and evaluations, leading to 100% duty compliance.

Contracted Employee • Palm Beach County, Florida • 07/2011 – Present

Tutor

Provides individualized curriculum to learners ages 3 – 22 of varying skill levels and subjects across many platforms and settings such as: Zoom, Microsoft Teams, tutoring centers, libraries, push-in/pull-out in schools, client's homes, and more.

- Synthesizes, designs, and delivers on-the-spot learning experiences to learners in one-on-one and small group settings.
- Collaborates with learner's teachers, parents, and other stakeholders to ensure learning objectives are being met.
- Uses evidence-based and individualized curriculum to close learning gaps.

AmeriCorps • Florida • 07/2010 – 07/2012

Reading Instructor

Barton Elementary School • Lake Worth, Florida • 07/2011 – 07/2012

Implemented the Leveled Literacy Intervention curriculum to tutor 17 low-achieving learners, resulting in a 100% improvement rate in learner's ability to read.

- Trained by the School District Curriculum department to effectively intervene and instruct learners to read at grade level leading to a 100% gain in student learning.
- Engaged learners with diverse needs in unconventional methods such as using song, pneumonic devices, and drawing on student interests to make learning points "stick"
- Collaborated with learner's homeroom teachers to ensure student needs were being met across all subjects.

After School Enrichment Instructor

Apopka Family Learning Center • Apopka, Florida • 07/2010 – 07/2011

Created and implemented an enrichment curriculum for learners which incorporated activities aimed to address learning gaps between home and classroom in an evidence-based way, resulting in a 100% passing rate and learner growth.

- Created a supplemental enrichment curriculum based on targeted learner needs that included twenty-six at-risk third graders with 100% completion rate.
- Prepared and delivered engaging theory-based lessons that mixed student interests with standard – aligned instructional activities such as art to teach math and music to teach reading.
- Developed the Apopka Family Learning Center semi-annual newsletter using Constant Contact which was delivered to over 500 stakeholders virtually.

Education

University of Central Florida

Orlando, Florida, 2021 – 2023

Graduate Certificate: Instructional Design for Simulations

Relevant Courses:

Instructional Game Design for Training and Education

Instructional Systems Design

University of Wisconsin – Madison

Madison, Wisconsin, 2006 – 2010

Bachelor of Science: Legal Studies

Bachelor of Science: Political Science

Bachelor of Science: Sociology