

Dana L. Skelley

DEGREES

Doctor of Education 2014-2017
The University of Memphis, Memphis, TN
Department of Instruction and Curriculum Leadership, Reading Concentration
Dissertation: *Working through a Digital Writing Process: Perceptions and Experiences of Second Grade Students in an Afterschool Setting*

Master of Science 2011-2013
The University of Memphis, Memphis, TN
Department of Instruction and Curriculum Leadership, Reading Concentration
Master's Project: *How Can I Improve Reading Comprehension Within My RTI Tier II Group*

Bachelor of Science 1994-1998
Lambuth University, Jackson, TN
Interdisciplinary Studies, K-4 concentration

LICENSES AND CERTIFICATIONS

University of Memphis Graduate Certificate in Qualitative Research
Department of Counseling, Educational Psychology, and Research

State of Tennessee Department of Education Professional License #000233039
Endorsements: Elementary K-8, Reading Specialist PreK-12
Highly Qualified: Reading, Language Arts

EXPERIENCE

The University of Memphis 2014-2017
Doctoral Graduate Assistant, Reading Program

Teaching Duties:

UNHP/RDNG 3001 *Literacy Tutoring*
Fall 2015 (instructor), Spring/Fall 2016, Spring 2017 (co-instructor)
Undergraduate students tutor children at inner-city afterschool program

RDNG 7545 *Teaching Reading in the Subject Matter Areas*
Fall 2014, Spring 2015 (co-instructor)
7 weeks online

Additional GA Responsibilities: Assisted Reading Program Coordinator with NCATE and SPA reports, oversaw Reading Program budget, assisted with annual Community Reading Advisory Board meeting, oversaw budget and made purchase requests for Center for Literacy Research and Practice (CLRP), inventoried and distributed CLRP books and iPads, coordinated parental intake for CLRP, liaison between CLRP and Spanish program with administrating files for translation, assisted with developing and holding an annual CLRP Community Advisory Board meeting, assisted with obtaining and implementing Dollar General grant funds for CLRP, assisted in development of undergraduate honors literacy course, assisted in developing public school partnership for afterschool tutoring project.

Well Child, Inc.

2013-2014

Executive Assistant to CEO

Duties: First point of contact for visitors and calls to CEO, handled scheduling and administrative duties for CEO, proofed and edited company marketing materials and communication, spearheaded waste management project saving company \$80,000, assisted with event planning for company trainings and celebrations.

Fournier Learning Strategies, Inc.

2007-2013

Program Administrator and Educational Counselor

Duties: Taught K-8 and high school English and histories courses; processed payroll, client billing, and company bills; handled scheduling and assistance for company president; handled initial communication with clients, students, employees, and visitors; managed scheduling, set-up, and preparation for educational assessments.

YMCA of Memphis and the Mid-South

2005-2007

Director of Youth and Family Services

Duties: Supervised twenty before/after school staff workers; operated childcare budget; oversaw billing and state regulatory compliance for seven Y-care before/after school programs; handled recruiting, interviewing, hiring, and training staff as well as customer service relations with parents; implemented "holiday camps" with scheduling, logistics, recruiting class instructors, and planning hourly activities; team player in recruiting and maintaining membership for the YMCA and upholding its core values.

Crockett County Middle School, Alamo, TN

1999-2005

6th grade Language Arts and Reading

7th grade Math, Pre-Algebra, and Reading

Duties: Team leader, cooperating teacher for student teachers, established and co-sponsor of school-wide book club, implemented annual school-wide Reader's Digest Vocabulary Challenge, summer school language arts teacher, Beta Club co-sponsor, representative to Teacher Advisory Council meetings with superintendent, School Improvement Plan committee member for component three, member and chair of BEP committee, math textbook adoption committee member, co-sponsor of school-wide talent show, director of school musicals: *Fiddler on the Roof*, *Guys and Dolls*, *School House Rock Live*; instructor and choreographer for Crockett Co. High School band's field commander.

Lambuth University

1998-1999

Administrative Assistant to Academic Dean

Duties: Performed administrative tasks, scheduled meetings, interacted with faculty, staff, and students, assisted the Office of Institutional Research with data collection and dissemination, assisted with logistics of SACS accreditation visit as well as writing and compiling SACS accreditation report.

HONORS AND AWARDS

Outstanding Doctoral Student, Reading Program: The University of Memphis	2016
Outstanding Master's Student, Reading Program: The University of Memphis	2013
Outstanding Staff Person: YMCA at Schilling Farms	2006
One of twenty teachers in Eastern US selected to write and publish unit plan: Southern Regional Education Board	2004
Teacher of the Year Award: Crocket County School District	2004
Teacher of the Year Award: Crocket County Middle School	2004
Outstanding Elementary Education Major Award: Lambuth University	1998
Study Abroad Program Oxford University: Westminster College, Oxford, England	1998

REFEREED PUBLICATIONS

Skelley, D.L., Stevens, M., & Anderson, R.S. (in press). A university literacy center moving to offsite afterschool tutoring: Perceptions of tutors, children, and parents. *ALER Yearbook Volume 39: Literacy: The Critical Role of Teacher Knowledge*.

Skelley, D.L. and Anderson, R.S. (2015). Content area literacy: An online compressed format. *Syllabus Journal*, 4(2). <http://www.syllabusjournal.org/syllabus/issue/view/15>

PUBLICATIONS IN PROCESS

Stevens, M., Skelley, D.L., & Anderson, R.S. (2016). Exploring cultural responsiveness in afterschool literacy tutoring: "White people don't eat chicken!" Manuscript in preparation.

NON-REFEREED PUBLICATIONS

Skelley, D.L. (2005). *What Does Math Have to Do with My Bedroom!?!* Southern Regional Education Board.

REFEREED CONFERENCE PRESENTATIONS

Skelley, D.L., Stevens, M., & Anderson, R.S. (2016, November). A University Literacy Center Moving to Offsite Afterschool Tutoring: Perceptions of Tutors, Children, and Parents. Roundtable Presentation at the annual meeting of the Association of Literacy Educators and Researchers, Myrtle Beach, SC.

Stevens, M., Skelley, D.L., & Anderson, R.S. (2016, December). Exploring Cultural Responsiveness in Afterschool Literacy Tutoring: “White People Don’t Eat Chicken!” Roundtable Presentation at the annual meeting of the Literacy Research Association, Nashville, TN.

Skelley, D.L., Anderson, R.S., & Giannangelo, D. (2015, November). Online Content Area Literacy Courses: Affordances and Limitations of a Compressed Format. Roundtable Presentation at the annual meeting of the Association of Literacy Educators and Researchers, Costa Mesa, CA.

WORKSHOPS PRESENTED

Skelley, D.L. (2014, February). Improving reading comprehension in a 6th grade tier-II RTI class. Crockett County Middle School Language Arts Professional Learning Community Meeting, Alamo, TN.

Skelley, D.L. (2013, November). Teaching reading comprehension. Crockett County Middle School Language Arts Professional Learning Community Meeting, Alamo, TN.

Skelley, D.L. (2000, September). Implementing performance-based assessments and creative instructional ideas in a reading curriculum. Crockett County Middle School Faculty Meeting, Alamo, TN.

PROFESSIONAL ASSOCIATIONS

International Literacy Association	2016-present
Literacy Research Association	2016-present
Tennessee Reading Association	2016-present
Association of Literacy Educators and Researchers	2015-present
National Education Association	1999-2005
Tennessee Education Association	1999-2005

GRANT SUPPORT

Funded, *YMCA of Memphis and the Mid-South*, “Centers” curriculum at seven before and after school sites, \$500, January 2007

Funded, *YMCA of Memphis and the Mid-South*, One week outreach camp for underprivileged children, \$500, July 2006

UNIVERSITY SERVICE

Guest speaker at Literacy Center Community Advisory Board 2017
The University of Memphis, Literacy Center

Member of Literacy Center Community Advisory Board 2016-2017

The University of Memphis, Literacy Center

Guest speaker at ICL faculty meeting 2016

The University of Memphis, ICL Department

Evaluator for Master's projects 2014-2016

The University of Memphis, ICL Department

Member of ICL scholarship committee 2015

The University of Memphis, ICL Department

Member of Reading Program Advisory Board 2015

The University of Memphis, ICL Department

Interviewer for Teacher Education Program candidates 2014

The University of Memphis, College of Education

Assisted with grant for university curriculum lab 1999

Lambuth University, Education Department

COMMUNITY SERVICE

Invited Speaker for Delta Kappa Gamma Educators Luncheon 2016

Reader for Belle Forest Community School Literacy Day 2015

Expert Family Advisory Committee 2014-2015

Shelby County Books from Birth

Room in the Inn 2013-present

Volunteer for organization that houses/feeds homeless population

Phi Mu Fraternity for Women 1999-2004

Ritual Advisor, Philanthropy Advisor