

# Maria del Carmen Rodriguez-Larrain



## SUMMARY

Over ten years' experience as a student advisor, educational consultant and program coordinator, bilingual in Spanish, with experience designing and implementing educational programs, supporting educational technology, and advising diverse student populations in both K-12 and college settings.

## RELEVANT EXPERIENCE

**Field Placement Coordinator, Department of Teacher Education** **Hayward, California**  
**California State University, East Bay** **2017 - current**

Coordinate clinical field experiences for pre-service teachers by providing comprehensive advisement to students from diverse background and with varied needs.

Liaise with teachers and administrators to represent CSU, East bay, recruit mentor teachers, and resolve sensitive student issues.

Manage complex data sets to track student progress and adherence to state program standards for both internal decision-making and accreditation reporting.

**MESA and TRIO-STEM Director, Department of Science and Math** **Hayward, California**  
**Chabot College** **2017 - current**

Provide comprehensive support services to 150 students identified as economically and/or educationally disadvantaged to complete transfer requirements in science, technology, engineering, and math majors (STEM).

Design and implement academic support programs targeting high-stakes/gatekeeper courses with high failure rates, particularly those disproportionately impacting student groups traditionally underrepresented in STEM majors.

Report at state and federal level on progress toward grant goals, student achievement data, and financial responsibilities.

Collaborate with faculty, administrators, institutional researchers, and other special programs including Equity, Hispanic Serving Institution, Disability Resource Center, and other MESA and TRIO programs to analyze student need and design academic and socio-emotional support programming.

Design and deliver workshops to develop non-cognitive skills including study skills, self-care, and financial literacy.

**Supplemental Instruction (SI) Coordinator, Student Learning Center** **Chico, California**  
**California State University, Chico** **2016 - 2017**

Coordinate SI (based on the University of Missouri-Kansas City model) for the Student Learning Center including training and supervising Instructional Student Assistants, scheduling SI for over ten departments across multiple colleges, and liaising with faculty to develop custom implementations for funding related to Hispanic Serving Institution grants, Course Redesign with Technology grants from the Chancellor's Office, and Graduation Initiative 2025.

Coordinate closely with the Educational Opportunity Program to provide comprehensive support to underserved student populations including foster youth and undocumented students.

Expanded program to quadruple its size of a year ago – to 40 student employees supporting 25 course sections with a total enrollment of 3,000 students and 10,000 visits per semester.

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**Field Placement Coordinator, School of Education** **Chico, California**  
**California State University, Chico** **2014 - 2016**

Coordinated clinical field experiences for pre-service teachers by providing comprehensive advisement to students from diverse background and with varied needs including returning students, distance students from rural communities, and first-generation college students. Collaborated with faculty to organize student orientations and teacher workshops, evaluate learning experiences, and develop online instructional material. Liaised with over 1,000 teachers and administrators in nearly 100 regional school districts and county offices to represent the School of Education, recruit mentor teachers, establish placement contracts, and resolve sensitive student issues. Managed and interpreted complex data sets to track student progress and adherence to state program standards for both internal decision-making and accreditation reporting. Interpreted department, university, and state guidelines to contribute to the development of policies. Served on SOE's pathway and governance committees, each academic pathway team, and advisory boards for SOE, special education, and NorCAL PRIE.

**Project Assistant, Northeastern California Preparation and Retention of Indian Educators**  
**(NorCAL PRIE)** **Chico, California**  
**CSU, Chico Research Foundation** **2013 - 2014**

Responsible for daily operations including managing financial expenditures, interpreting grant language, processing personnel documents, and advising students. Developed marketing material and maintained a web and social network presence. Collaborated with campus organizations and departments, as well as local school districts and community groups, to provide comprehensive student support. Coordinated and facilitated student orientations and professional development workshops.

**Project Recruiter, Rural Teacher Residency (RTR)** **Chico, California**  
**CSU, Chico Research Foundation** **2013 - 2014**

Responsible for recruiting qualified applicants and providing group and individual advising on areas including careers in education, admission requirements, prerequisite coursework, and course equivalencies. Coordinated and facilitated workshops on credential admissions, test taking strategies, co-teaching pedagogy, and implementing culturally-relevant curriculum.

**Regional Director** **Seattle, Washington**  
**Alternatives Unlimited** **2009 - 2010**

Facilitated training classes and developed instructional material for tutors on topics including special education, supporting language learners, and working with students below grade level in language arts and mathematics. Recruited, hired, trained, and supervised over 100 tutors for afterschool and weekend programs. Maintained relationships with school staff in over 10 districts to design instructional programs for students categorized as academically at-risk or socioeconomically disadvantaged.

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## **Manager, Training and Development Kaplan K12 Learning Services**

**Oakland, California  
2006 - 2008**

Designed and implemented program assessment measures, both quantitative and qualitative, including attendance and grade reports, surveys, rubrics, focus groups, portfolios, and observational tools.

Developed training material for teachers and tutors on topics including college pathways, college readiness, and state testing guidelines.

Provided college entrance advising for populations including first-generation college bound students, immigrant families, and rural communities.

Analyzed student assessment data, generated bilingual reports, and facilitated parent conferences.

Developed bilingual instructional material and delivered presentations to students and school staff.

## **Director of Implementation / Regional Program Manager Kaplan K12 Learning Services**

**Oakland, California  
2003 - 2006**

Managed educational programs for over 4,000 students in over 20 school districts and educational organizations.

Recruited, hired, and trained over 1,000 tutors, program coordinators, and literacy specialists.

Designed and delivered multimedia presentations for students in over 30 school districts on topics including: college pathways, graduation requirements, core subject remediation, and study skills.

Designed and delivered multimedia presentations for over 30 school districts and over 2,500 teachers on topics including: technology in the classroom, supplemental instructional programs, test taking strategies, and standards-based instruction.

Served as interdepartmental liaison for multi-product implementations including the development of project plans, budgets, and team timelines.

## **Instructor and Trainer Kaplan Educational Services**

**San Jose, California  
2001 - 2003**

Taught test preparation courses to individuals and groups on SAT/ACT, graduate program exams, and the California High School Exit Exam.

Provided college admissions advising to high school students and parents.

Hired and trained new instructors for test preparation courses and academic tutoring programs.

## **EDUCATION**

Progress towards M.A. in **Ethnic Studies**, San Francisco State University

Certificate in **Online Teaching and Learning**, California State University, East Bay

B.A. in **Politics** and **Latin American & Latino Studies**, University of California at Santa Cruz

A.A. in **Speech Communications** and **Liberal Arts**, De Anza College

## **RELEVANT ADDITIONAL TRAINING**

Faculty and Staff Diversity Academy, Chico State Office of Diversity and Inclusion

Creating, Maintaining, and Protecting Student Records: FERPA and Related Requirements

Nurtured Heart Approach for Positive Behavior Intervention

Foster Parent Training, Butte College Foster/Kinship Care Education Program

Co-Teaching Trainer, St. Cloud State University

DREAMing Without Boundaries Conference

LGBTQ Safe Zone Training

DREAMer Ally Training

Confronting Your Biases

Avoiding Unconscious Bias in Hiring