



## ***Sarah J. Duncan, BA. M.Ed.***

244 Spencley's Lane  
Peterborough, ON  
Canada, K9H 1R9  
**705-749-1459**

email: [sarahduncan@cogeco.ca](mailto:sarahduncan@cogeco.ca)

### **Curriculum Vitae**

*I am a passionate, creative, dedicated and experienced educator,. I am a broad and discerning learner. I am an enthusiastic and flexible team player who consistently brings new perspectives and ideas to educational environments. I am capable of producing documentation that is clear and useful to the reader.*

### **Abilities Summary**

Coaching/Facilitating/Teaching	Curriculum Development/ Program Planning	Project management/ co-ordination
Research/documentation	Communications (written/oral/interpersonal)	Advocacy
Team work/liaison	Computer skills	Organizing
Needs Assessment	Customer service/meeting public	

### **EDUCATION**

- ❑ **Master of Adult Education**, Candidate. St. Francis Xavier University
  - Self-directed program. Anticipated graduation 2008.
  - Research focus is on Parent Education and Learning
  - Research project involves Canadian parent learning and the Indigenous Learning Systems of Sierra Leone, W. Africa
- ❑ **Co-active Coaching**, Coaches Training Institute.
  - Core Curriculum course one, Fundamentals, completed.
- ❑ **Master of Education**, 1999. Ontario Institute for Studies in Education at the University of Toronto. Department of Curriculum, Teaching, and Learning with a specialization in computer applications.
  - Courses included Instructional Design, Program Planning for Adult Learners, and The Internet.
  - Research focused on how young children learn from the computer and traditional methods. Worked to identify standards for commercial educational software for children.
- ❑ **Bachelor of Arts**, 1988. The University of Guelph. Department of English.



□ **Independent Learning**

- Ongoing research into child development with an eye to working with parents as learners in interactive and stimulating educational environments; continuously access and evaluate new educational programs relating to parenting skills.
- Have refined ability to understand and adapt to different learning styles through intensive training in DISC Behaviour Style and Values Profiling.

## TEACHING EXPERIENCE

□ **Professor, School of Interdisciplinary Studies**

Sir Sandford Fleming College, Sutherland Campus, Peterborough, Ontario  
2001-present

*Courses Taught*

- \* Courses focused on writing and communications, both traditional and electronic.

*Demonstrated Skills:*

- \* Creation of a caring, supportive, and encouraging learning environment.
- \* Curriculum planning/adaptation based on student needs,
- \* Facilitation with groups of diverse adult learners,
- \* Use of variety of teaching methods such as lectures, video, open discussion and knowledge-building, role-play, modeling and co-operative group dynamics,
- \* Goal-setting relevant to learner needs and program requirements,
- \* Writing and reporting with attention to style, format, tone, and professionalism,

□ **Group Facilitator, Parent Education Program**

Ontario Early Years Centre at the Peterborough Family Resource Centre  
1997-2003

*Courses Facilitated:*

- \* Enjoying Your Baby – Lead facilitator and co-ordinator, six years
- \* How to Talk So Kids Will Listen, And Listen So Kids Will Talk

*Demonstrated Skills:*

- \* Need/expectation assessment of adult learners,
- \* Curriculum planning/adaptation based on participant needs,
- \* Facilitation with groups of adults with diverse learning styles and needs,
- \* Use of variety of teaching methods such as lectures, video, open discussion and knowledge-building, role-play, modeling and co-operative group dynamics,
- \* One-to-one coaching with adult learners providing information, support and modeling.

□ **Teacher, Christian Education program.**

St. Luke's Anglican Church, The Anglican Church in Canada  
Ongoing

*Demonstrated Skills:*

- \* Teaching children in the JK/SK grade ranges,
- \* Selecting appropriate methods of delivery based on ages of students,
- \* Using a variety of teaching methods including story-based learning, guided discussion, activity-based learning, and modeling,



- \* Assessing, selected and planned curricula,
- \* Purchasing resources for adult learners,
- \* Planning professional development opportunities for adult learners.

## PROFESSIONAL EXPERIENCE

### Conferences and Memberships

- Member, Association for Research on Mothering, Toronto, Ontario
- Presenter, Testimonial Texts: Stories, Lives, and Memories. International Conference (Mexico City, June 2-5, 2006).  
Anchored Memories and Displaced Identities -- "In Loving Memory: What Does it Mean to be a Mother?"  
We Are Here! Disabilities and Visibilities Through the Ages -- "Living Labels: An intergenerational examination of the impacts of parenting with ADHD"

### Design and Development

#### Learning Designer & Consultant

Gruffydd Enterprises  
1997-2001

This was an independent business providing learning design of educational materials for all ages

- Designed and developed distributed learning packages for College-level students, both in print and online (WebCT).
- Wrote proposals and assisted in the curricula design for new Community College programs.
- Designed and wrote CD-ROM-based training programs for corporate clients.

#### Producer

Bindernagel-Ross New Media, Inc.  
1994-1996

This was a multimedia publisher that created entertainment and training materials on CD-ROM.

- Responsible and accountable for overall project management of product lines as assigned, primarily in education and training areas.
- Developed and wrote proposals for new publishing titles, managed schedules and reports.
- Designed the initial decisions on product content and functionality
- Liaised with and managed corporate clients and partners, sometimes from different departments within an organization.

#### Editor

Sarah J. Duncan Editorial Services  
1993-1994

After five years as Developmental Editor for a major college-level publisher, I began my own business providing editing services.

- Responsibilities and tasks included manuscript content development and design, writing, securing permission for copyrighted materials, proofreading and transcription.