LEANN K. RECTOR

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**Education**

* Ball State University Muncie, IN

Bachelors of Science in Health Science – May 1990

**Work Experience**

Program Manager, Hillcroft Services, Inc. Jan. 2014– current

* Manage and supervise an average of 146 clients and about 20 staff to manage *Day Program*
* Assess and determine the needs of clients with a wide range of disabilities
* Promote life skills by developing clients’ physical/cognitive/emotional/ social skills
* Write client Individual Support Plans (ISP), update Risk Plans, and generate quarterly state reports
* Implement and supervise additional programs: *Thursday Night Recreation*, *Culinary Crew*, and *Art Production*

Crisis Specialist & AOK Program Director, The Better Way June 2008 – Jan. 2014

* Assessed needs clients and helped them use and find resources
* Managed first contact client intake to determine needs
* Developed curriculum and taught various ages of children in facility and afterschool programs
* Supervised staff and volunteers in afterschool AOK program

Substitute Teacher, Burris Laboratory Schools Aug. 2000 – May 2008

* Supervised classrooms and taught lessons in grades K-12
* Assisted in Resource room, assisting with behavior management
* Volunteered for extracurricular supervisions and duties

Restaurant Owner, Blimpie Subs & Salads Aug. 1995 – Aug. 2000

* Managed day-to-day operations of business
* Trained, supervised, scheduled, evaluated employees
* Maintained supplies and food stock levels

Program Facilitator, BABES Education Program (DARE) Aug. 1991 – June 1994

* Taught healthy living skills and drugs/alcohol prevention curriculum
* Conferred with teachers concerning student issues
* Managed student behaviors promoting participation

Family Planning Specialist – Planned Parenthood Sept. 1990 – Aug. 1991

* Initiated patient intake, evaluated medical history, and performed medical tests
* Educated patients on birth control and health options

**References**

Stephanie Norris Tanya Conway

Special Education Teacher – Muncie Central High School Co-owner – Conway Flooring

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Mike Reynolds Watasha Griffin

Retired Teacher – Blue River School Corporation Director – YWCA

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