

SUSANNAH H. BUZARD, M.A.

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PROFILE:

- Expert at working with students with executive functioning, attention issues, and learning disabilities
- Effective at collaborating with faculty and administrators to triage services for students
- Highly competent at assisting students of all ages with issues of transition

EDUCATION:

Lesley University - Cambridge, MA, Master's Degree, Counseling Psychology, 2009

Focused on adolescent development and special education related coursework

School of the Art Institute of Chicago - Chicago, IL, Graduate Certificate in Writing, 1999

Mount Holyoke College - South Hadley, MA, B.A. in Psychology and Literature, Philosophy Minor, 1998

ADVISING/ACADEMIC SUPPORT EXPERIENCE:

Phillips Academy (Andover)

Student Accessibility Specialist, 2016-Present, Andover, MA

- Provide targeted support in the areas of time management, organization, and effective learning strategies applied to academic content in both individual and small group settings.
- Read daily, every "Student Alert" generated by the electronic MossProd system.
- Proactively monitor student progress and initiate meeting requests for students in academic difficulty.
- Provide Study Skills "Best Practice" workshops at critical points in the term.
- Attend Student Team Meetings for specific students in caseload and other students at risk.
- Maintain close communication with the key players on a student team, including the cluster dean, academic advisor and/or house counselor when a student is in academic danger.
- Evaluate the individual academic needs of each student referred to the ASC to determine the most appropriate support intervention.
- Interpret and summarize information provided in psycho-educational or neuropsychological evaluations.
- Communicate with teachers about learning styles of, recommendations for, and accommodations for students with documented disabilities.

Lesley University

Massachusetts Test for Educator Licensure (MTEL) Consultant, 2010-Present, Cambridge, MA

- Evaluate and score approximately 60 students' Communication & Literacy Essay Tests per Lesley workshop
- Tutor undergraduate/graduate Lesley workshop participants in writing mechanics, usage, unity and development

Hillside School, Marlborough, MA

Learning Specialist, Core Faculty, 2014-2015

- Provided individualized tutorial support to 20+ middle school boys with diagnosed learning challenges
- Collaborated with other faculty to address students' needs based on neuropsychological testing
- Communicated with parents and administrators regularly to report progress and address concerns in an elite boarding school environment
- Taught Language Arts, Advanced Transition English, executive functioning, and time management skills

Lesley University College of Art and Design, Boston, MA

Assistant Director of Academic Advising, 2013 - 2014

- Supported student retention through tracking student academic progress and monitoring students' incompletes or failing grades to cover a leave of absence
- Designed and implemented academic interventions, including individualized writing/study skill support
- Assisted matriculated students in the oversight of waiver/transfer procedures and graduation audits; served as a liaison to the registrar, financial aid, and bursar's offices

Learning Specialist, Center for Academic Achievement, 2005 – 2008, Cambridge, MA

- Provided approximately 800 hours of academic support annually to undergraduate and graduate students (including art students and adult learners) at Lesley University with documented learning disabilities (LD) and attention disorders
- Coordinated peer tutorial support for students; trained and individually supervised peer tutors in academic support strategies, developed written training material, hosted formal lectures on learning disabilities to faculty and peer tutors
- Collaborated with staff to maintain the integrity and quality of the academic support programs offered, educated parents, professors, and students on the Americans with Disabilities Act

Graduate & Undergraduate Tutor, Center for Academic Achievement, 2002-2005, Cambridge, MA

- Implemented individualized academic support to undergraduate and graduate students from Lesley University (including Lesley College of Art and Design) with a focus on learning differences
- Assisted students in increasing metacognitive awareness and self-advocacy; provided skill instruction in the areas of writing, grammar, and reading comprehension

OTHER ACADEMIC SUPPORT EXPERIENCE:

Somerville, MA

Independent Learning Specialist, 2010-2014

- Taught and provided case management and coursework assistance including college and graduate school preparation and admissions materials; writing, grammar, research papers, test preparation, ESL, organization, study skills, self-advocacy, Attention Deficit Disorder and a wide range of learning disabilities
- Coached students from MIT, Harvard University, Lesley University, Boston University, Boston College, UMass Amherst, etc. on dissertation development
- Collaborated with school administrators to secure accommodations and interventions for students with learning differences while maintaining the integrity of academic programs

Cambridge College

Tutor, Cambridge, MA, 2010 - 2014

- Taught individualized writing to undergraduate and graduate students with a strong focus on adult English Language Learners and first generation college students

Signet Education (formerly Veritas Tutors, LLC)

Tutor, Cambridge, MA, 2011 - 2014

- Provided content tutoring, admissions advising and academic interventions for elementary, middle, and high school students

OTHER ACCOMPLISHMENTS:

- Contributing Editor for "A Practical Approach to Trauma: Empowering Interventions" by Priscilla Dass-Brailsford, Ph.D.; ISBN: 9781412916370
- Attention Deficit Disorder expert trial witness, public speaker on ADHD
- Certified as a Master Tutor by The College Reading and Learning Association