

Vita
Debbie Kenyon

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Education

Western Oregon State College, B.S., Business (1988) Honors Program; Minor: History

Experience

Kelly Temporary Services, Salem, OR (1988-1996)

Personnel Supervisor. Took requests from employers needing temporary help and matched employees to assignments based on skills, aptitude, and availability. Interviewed, counseled, hired, and terminated employees. Was promoted to Branch Manager and oversaw office operations, monitored expenses, and maintained budgets.

The Teaching Research Institute, Western Oregon University, Monmouth, OR (1996 – present)

Administrative assistant/office manager (1996-2002). Performed a variety of clerical, administrative, and office management tasks. Project Assistant (2002 – Present) for the Early Childhood and Training Department, now the Center on Early Learning. Perform administrative duties as well as extensive project-specific work (detailed below).

Areas of Expertise

Administrative/Management:

- Organize office to improve overall efficiency. Create organized supply-ordering system, rearrange mailboxes for the efficient delivery of mail, research new vendors for specialty supplies. Perform and order maintenance/repairs on printers, fax machines, and copiers. Perform basic and complex word processing on a variety of documents. Design, create, and maintain manual and electronic filing systems. Design, create and maintain data processing and work flow systems. Design databases and enter data. Create, monitor, and update online agency and work group calendars. Organize, format, and submit grant applications through online or manual systems for federal, state, and local competitions.

Product Development

- Create forms and documents used for the collection and dissemination of information in a clear, logical manner in order to accomplish project goals. Make revisions to products based on input from other staff, project partners, and outside stakeholders. Edit, format, and write updates to existing curricula. Coordinate Spanish translation of materials and disseminate to end users. Transfer written surveys to an online survey administration tool for quick, more accurate data collection and in-depth data analysis and reports.

Technical Assistance

- Answer requests for information from the general public, project partners, and project constituents via phone and e-mail. Handle inquiries professionally and accurately and follow up when more information is requested. Research and obtain referrals when outside expertise needed. Fulfill requests for information about project specific details from the public, project constituents, and project partners in a timely manner. Provide technical assistance to staff on technology issues. Serve as website administrator for resource website and create and maintain Facebook pages.

Planning/Facilitation:

- Plan and facilitate a variety of large and small meetings, conferences, workshops, and training events. Create advertising flyers, brochures, and certificates. Serve as on-site liaison and facilitate meeting check-in procedures. Created and utilize an online registration system, collect payments, contact registrants, send confirmations, and respond to inquiries. Make travel arrangements and process travel reimbursement paperwork for off campus attendees.

Projects

Current Projects:

Oregon's Quality Rating and Improvement System (QRIS) (2010 to present)

This project developed from the OPQ Project and has expanded statewide. Serve on the team doing the program design and product development. Participate in a variety of decision-making meetings, do research, and offer input on various aspects of the project, create and edit products. Serve as the main administrator of the Resource Website which entails providing current and relevant resources to the project manager to include on the site, assigning user names to participants to allow access, collecting data from user information and creating instruction and marketing sheets for users. Design and maintain systems for materials management, data processing and work flow. Provide technical assistance to trainers and providers via helpline and e-mail. Process applications for participation and requests for payments.

Oregon Programs of Quality (OPQ) (2008-2010)

Researched, developed, and field-tested a quality designation program for family and center-based childhood care and education facilities now known as Oregon Programs of Quality (OPQ). Served as a team member that developed all aspects of the quality improvement and rating program. Developed the Parent Survey and Parent Survey Score Sheet. Was the main disseminator of information to program participants. Set up online surveys to collect data from participants and created reports based on the input received. Provided technical assistance to programs via phone and e-mail.

Preparing Early Childhood Educators for Inclusion Project (PEPI) (2010 to present)

Set up surveys on Survey Gizmo to solicit feedback from Community College (CC) partners on program enhancements and contact CC partners to set up meetings. Create flyers and other documents as needed.

Past Projects:

Oregon Early Childhood Inclusion Collaborative (OECIC) (2008 to 2015)

Coordination of Oregon's Early Childhood Inclusion Collaborative (OECIC), which is a partnership with the Oregon Department of Education, EI/ECSE, Head Start Collaboration Office, and Child Care Division. The purpose is to identify counties with low rates of inclusion to offer technical assistance and a grant to promote and facilitate the inclusion of children with disabilities in natural settings. Example responsibilities include planning regional training events around the state for EC/ECSE professionals (e.g., securing locations, negotiating contracts with venues, arranging for refreshments, preparing training materials, and taking registrations).

TRAC 2013 Foundations Unit Updates: (June 2012-February 2013)

Facilitated the completion of the 2013 updates to the TRAC Foundations Unit. Combined individual sections of lectures updated by team members into one document, formatted the lectures, and insured accuracy and completeness. Participated in writing the participant manuals, formatted them, created checklists and activities, and verified resources. Ensured that the lectures had accurate references to PowerPoint slides. When completed, sent the updated trainer materials to TRAC Trainers. Directed the Spanish translation and made revisions to it based on feedback from trainers.

Partnerships for Inclusive Childcare and Education (PICCE) (2006 to 2013)

Train community trainers on how to present the TRAC Curriculum in communities around the state. Fulfill requests from trainers for copies of the curriculum. Create and ship the curriculum and monitor requested materials so as not to exceed the amount specified by the state contract. Facilitate communication between PICCE Trainers and organize meetings (e.g., to introduce the new TRAC Curriculum Foundations).

The Oregon Special Education Recruitment & Retention Project (1997-2008)

Created promotional materials to advertise project services. Edited brochures for errors. Attended job fairs to represent the project and recruit students and school districts. Organized and mailed surveys to targeted recipients.

Summer Institute (2001)

Assisted with an educational institute for over 300 Oregon teachers in Newport, Oregon, July 2001. Designed brochure, designed/ordered promotional items. Made site arrangements, registered attendees, made copies of class materials for instructors, helped coordinate instructors for classes, communicated with the Oregon Dept. of Education. Organized meals and special events for attendees.

Partnerships for Early Childhood Educators in Rural Communities (PERC) (2002-2005)

Designed curriculum arrangement. Edited for errors. Made copies of curriculum materials for trainings. Made site arrangements for trainings. Entered participant information into database. Created/maintained filing system for evaluation purposes. Created/updated website.

Bridges to Success (2003-2007)

Organized workshops for mentors and mentees. Created and distributed large mailings, registered attendees, made site arrangements, and copied materials. Created Toolkit for use by participants.

Team Approach to Paraeducator/Supervisor Professional Development (TAPS) (2004-2007)

Formatted user manuals, made copies, maintained records of orders, and distributed as needed.

Social Competence Project (2004)

Designed manuscript for publication. Performed word processing for correspondence and other written materials.

Communication LINKS (2005)

Designed and updated website. Designed, formatted, and edited variety of documents and products to be used by participants including service providers and parents.

Trainings – Fee for Service (2005-2007)

Designed promotional literature, made arrangements for use of space on campus and for catering. Registered participants, and made copies of workshop materials. Processed payments and billing.

Oregon Mentor Academy (2006)

Designed logo and flyers to be used to advertise academy.

Accessible Induction Model (AIM) (2007-2009)

Taped audio portions of CD-based training. Created/designed study guides to accompany CD training. Collated materials and put together for field testing. Designed packaging of curriculum for dissemination after project ended.

Great Beginnings (Marion County) (2008-2009)

Entered data into established database to track participant actions. Edited final report and prepared for hard copy and electronic versions.

Publications

- Udell, T., Glasenapp, G., Marvin, R., Reagle, C., Piazza Templeman, T., & Kenyon, D. (2013). *The TRAC Curriculum: Teaching Research Assistance to Childcare Providers, 2013 ed.*, Units: Foundation for Children's Learning and Development, Unpublished Curriculum, The Teaching Research Institute, Western Oregon University at Monmouth.
- Deardorff, P., Udell, T., Norris, D., Glasenapp, G., Piazza Templeman, T., & Kenyon, D. (2004). *Intervention Strategies for Positive Behavior Support Planning*. Unpublished manuscript, The Teaching Research Institute, Western Oregon University at Monmouth.
- Udell, T., Glasenapp, G., Deardorff, P., Norris, D., & Kenyon, D. (2004). *Checklist for Appropriate Practices for Inclusive Programs*. Unpublished manuscript, The Teaching Research Institute, Western Oregon University at Monmouth.
- Deardorff, P., Udell, T., Norris, D., Glasenapp, G., Piazza Templeman, T., & Kenyon, D. (2004). *Procedural Guidelines for Positive Behavior Support Planning*. Unpublished manuscript, The Teaching Research Institute, Western Oregon University at Monmouth.
- Deardorff, P., Udell, T., Norris, D., Glasenapp, G., Bunse, C, Piazza Templeman, T., & Kenyon, D. (2004). *The TRAC Curriculum: Teaching Research Assistance to Childcare Providers, 2004 ed.*, Units: Foundation, Environment, Families, Disabilities, Behavior. Unpublished Curriculum, The Teaching Research Institute, Western Oregon University at Monmouth.
- Deardorff, P., Udell, T., Norris, D., Glasenapp, G., Bunse, C, Piazza Templeman, T., Marvin, R., & Kenyon, D. (2004). *Giving our Children the Best: Professional Development for Paraeducators/Specialists working with Children with Disabilities, Units: Theory & Philosophy Behavior, Collaboration, Child Development, Assessment, Environment, Instructional Strategies*, Self-Published Curriculum, The Teaching Research Institute, Western Oregon University at Monmouth.