
DR. TIERRA PARKER

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PROFESSIONAL SUMMARY

Experienced Higher Education Administrator and Educator with a strong record of leadership skills, advocacy for people with disabilities, expert in ADA, IDEA, FERPA and other legislation related to disability rights, student achievement, curriculum development, and advisement for diverse populations. Innovative in creating and implementing data-driven interventions and assistive technology to meet goals.

EDUCATION

CUNY School of Professional Studies- New York, NY: Started 8/2025

Master of Science- Disability Studies in Higher Education

University of Miami - Coral Gables, FL: 05/2022

Doctorate in Education (Ed.D.): Higher Education Administration and Leadership

George Washington University – Washington DC: 08/2015

Master of Arts (M.A.): Education and Human Development: Concentration in K12 Special Education and Transitional Services, Emotional & Behavioral Disabilities: Professional Teaching License in K12 Exceptional Education-Florida

University of Maryland, College Park – College Park, MD: 05/2007

Bachelor of Arts (B.A.): Criminal Justice and Criminology

PROFESSIONAL SKILLS

- Grant and Budget Writing Experience
- Instructional Technology
- Curriculum Development
- Case management and compliance in Non-profit and College settings
- Experience with several Case Management Software, Qualtrics and Proficiency with Microsoft Suite (Excel, PowerPoint, SharePoint)
- Fidelity in Higher Education Policies and Strategic Plan
- Interpersonal Communication
- Committee on Special Education
- Oral Presentation Skills
- Cultural Competence
- Academic Advising
- Strong Research Skills
- Experience in General and Special Education: Math and Reading Subjects
- Critical and Flexible Thinking

WORK HISTORY

Disability Specialist, August 2025- PRESENT (FULL-TIME)

Rutgers University- Newark, NJ

- Plans, organizes and provides reasonable accommodations that include academic adjustments, auxiliary aids, and services to students with disabilities.
- Conducts initial interviews with students; keeping accurate, comprehensive and up-to-date notes/records related to students; reviews documentation and evaluative reports; prepares letters of accommodation; evaluating eligibility for services; conducts follow-up meetings with students; organizing reasonable accommodations, services and auxiliary aids for students; and makes referrals to appropriate community and University services or agencies.
- Consults with faculty and staff regarding the implementation of reasonable accommodations and services; develops and presents disability awareness programs for the University community.
- Collaborates with other offices and outside agencies, as needed and appropriate.
- Responsible for ensuring the delivery of reasonable accommodation to all eligible students at the Newark campus at Rutgers in accordance with relevant federal regulations and university policies.
- Other duties as assigned.

Project Data Assistant (Temporary), January- March 2025 (PART-TIME)

Baltimore Promise- Baltimore, MD

- Worked with a team to capture vital information about County government spending on youth in Fiscal years 2019-2023.
- Review and document Maryland Counties at all levels of government including federal, state, county, city and local spending specifically targeted at youth programming throughout the state.
- Built understanding through data of the full landscape of funds that serve youth in Maryland counties.
- Review budget books from Maryland Counties to identify youth program related funding.
- Collect data from Budget books for specific counties in Maryland.

Disability Accommodations Specialist 2H, 11/2024 to 8/2025 (PART TIME)

Hunter College, CUNY- New York, NY

- Oversee and manage the scheduling of all exams, ensuring timely and accurate arrangements.
- Provide supervision and training to testing staff and assistants on testing regulations and processes.
- Coordinate onboarding, training, and scheduling of proctors, readers and scribes for testing sessions.
- Review student requests for examinations, ensuring accuracy and completeness of information.
- Assist in arranging room availability for testing.
- Notify professors about testing accommodations for students with disabilities.
- Provide guidance and consultation to faculty, administrators, and others on students' testing needs and accommodations.
- Maintain updated files on students' testing history.
- Assist staff in arranging the use of Assistive Technology for testing purposes.
- Coordinate workshops for students and staff as needed.
- Support the rollout and implementation of Accommodate (Disability Case Management Software)
- Update and train the department on processes related to testing accommodations and using the Accommodate system.

- Review and adjust forms and processes as needed based on the evolving needs of the student body and program requirements.
- Perform related duties as assigned (e.g., meeting attendance, submission of reports).

Program Specialist-Special Education K8, 05/2023 to 06/2024

Lighthouse Community Charter School – Oakland, CA

- Assist a portfolio of schools to implement a strong, inclusive, equity-focused special education program that leads to academic, behavioral, and social-emotional achievement outcomes for ALL students.
- Use data-driven approaches to develop, improve the instructional program and ensure student growth and achievement.
- Provide guidance and recommendations on how to navigate complex cases by offering individual coaching, facilitating staff meetings, and facilitating IEP
- Apply conflict resolution strategies and knowledge of current IDEA and LCPS policy and procedures to resolve disputes with parents and/or stakeholders in regard to a student's IEP.
- Instruct school-based teams on how to design appropriate offers of FAPE in the least restrictive environment, including supporting our non-public school and residential treatment center
- Monitor and ensure IDEA compliant and educationally beneficial instruction by special education teachers through ongoing feedback and semi-annual caseload review.
- Collaborate with school leaders to support the implementation of IEPs and the development of behavior intervention plans Interview and recruit a high-quality special education team.
- Design and deliver professional development opportunities for team, including special education teachers and service providers.

Assistant Dean for Access and Disability Services, 10/2020 to 7/2022

California College of the Arts – San Francisco, CA

- Provide overall leadership and vision for disability services on campus.
- Oversee, coordinate, and provide specialized services to students with physical, psychological, and learning disabilities.
- Analyze and interpret documentation to determine eligibility for reasonable accommodations.
- Issue accommodation letters and arrange for accommodations, auxiliary aids, and/or access to necessary resources as appropriate.
- Serve as an advocate for students with documented disabilities and work collaboratively with faculty and staff to provide accommodations for students.
- Provide consultation and training to faculty and staff regarding the rights and responsibilities of students with disabilities in a higher education setting.
- Hire and supervise sign language interpreters and CART providers (as necessary).
- Arrange for work-study students and volunteers to serve as note takers, readers, and mobility assistants.
- Work collaboratively with the Admissions Office to provide information and early identification of incoming students who identify as having a disability and serve as point person for those students.
- Consult with Housing, Dining, & Residential Education on disability related accommodations
- Case Management, Student Conduct, Crisis Response
- Serve as an "Assistant Dean/Director On Call" on a rotating monthly basis between 2-4 other staff members, responding to student crises as needed
- Serves as a Student Conduct Officer, if needed. Addresses student behavior issues as outlined in the Student Code of Conduct
- Manage and coordinate the Student Health Insurance program and online health insurance waiver system.

- Serve as a member of the Dean of Students' leadership team and assist with the overall management of the Office.
- Partner with the Assistant Dean of Students to integrate diversity, equity, and inclusion efforts across campus.
- Represent the Dean's Office and the Division of Student Affairs on the divisional and campus committees.
- Prepare written reports, presentations, policies and procedures as requested by the AVP/Dean of Students or Vice President
- Manages the Office of the Dean of Students annual fiscal budget of \$200,000
- Manages Office for Access and Disability Services annual fiscal budget of \$75,000
- Supervises part-time Coordinator for Access & Disability Services as budget allows.

Program Specialist, 03/2020 to 10/2020

Florida International University – Miami, FL

- Manages the day-to-day operations and oversees all office functions of the Disability Resource Center.
- Works with FIU students, faculty, and staff to resolve a wide variety of complex situation and conflicts regarding student accommodations.
- Trains faculty, staff, and students on Disability Resource Center services and ADA legal mandates at FIU. Maintains new confidential student databases including: Clockwork, Image Now, Access Resource Manager, and SAM.
- Coordinates with Disability Resource Center's Adaptive Technology Specialist to report technological issues and identifies potential improvements to be made to the databases.

Full-Time Job Developer/ Placement Specialist, 04/2019 to 12/2019

Miami Dade College – Miami, FL

- Facilitates employment assistance, technology training, work experience, and placement opportunities for students with disabilities in the MEED Program.
- Develops and manages all MEED employment services including general employment assistance, such as, resumes, job searches and applications, and mock interviews.
- Develops paid internships, entrepreneurship, and other work experience initiatives with community partner sponsorships.
- Develops and manages the MEED Digital Tech Internship Training Program its curriculum, measurement of outcomes and student success.
- Facilitates community partnership initiatives and hosts regular outreach meetings to develop and promote employment opportunities.
- Provides disability awareness and inclusion training to community partners and employers to promote employment opportunities.
- Oversees recruitment of potential paid internships or memberships for all South Florida AmeriCorps agencies.
- Works collaboratively with Miami Dade College Student Employment, Career Services, and ACCESS departments to identify potential MEED clients and employers.
- Identifies students with disabilities on all campuses who meet criteria for employment, internship, or entrepreneurship, or AmeriCorps memberships.
- Prepares a College-wide MEED Annual Effectiveness Report and a Quarterly Report for each MEED Business Advisor Council Meeting and work closely with the Board Of Trustees
- Collaborated in Writing of Grant and manage of the \$250,000 endowment to our school for career development resources.

Part-Time Adjunct Instructor, Intermediate Math, 01/2017 to 07/2018

Howard Community College – Columbia, MD

- Taught Intermediate Math course for adults who need to improve on math skills such as Fractions, percent, etc.
- Created and implemented meaningful and relevant lessons based on course syllabus and textbook.
- Regular attendance at staff meetings and completion of course information such as testing, attendances, etc.
- Administered the assessments and evaluated to determine student needs and help in student development throughout the semester.

Senior Service Coordinator, Woodlawn Office, 01/2016 to 07/2018

Service Coordination, INC – Baltimore, MD

- Supervise services rendered by providers of adults with disabilities served.
- Advocated for the rights and well-being of clients.
- Developed goals and objectives and ensure compliance.
- Liaison with healthcare agencies and families of individual served to ensure successful in adulthood.
- Provides trainings on inclusion, disability awareness and job development for local service providers.
- Ensured compliance with specifications and funding from DDA.
- Assist individuals in identifying and utilizing community connections and natural support networks.
- Educate individuals about self-determination, enviable lives, and natural supports and assist individuals in exploring the implications for themselves.
- Coordinate the Individual Plan specifying preferences, supports, and services for each assigned individual.
- Locate and coordinate services. Provide technical support and direct assistance in locating services to include resolving crises.
- Monitor identified supports and services to determine individual's satisfaction with services, and quality of services, addressing concerns, as necessary.
- Work cooperatively with individuals, families, service professionals, and others to ensure that necessary supports and services are located and implemented.
- Participate in activities that promote community awareness and acceptance of people with disabilities.
- Recommend and engage in projects designed to empower people with disabilities or to expand or improve the service delivery system.
- Participate in meetings and training sessions that offer learning opportunities and that promote and enhance skills and professional development.

Substitute Teacher, Special Education Inclusion, MS Math, 09/2015 to 12/2015

Baltimore County Schools – Rosedale, MD

- Served as Special Education Inclusion teacher in vacant position at school.
- Worked with General Ed Teacher to create and implement differentiated lessons in Middle School Math for students with varying instructional levels.
- Helped facilitate a positive and engaged classroom using creative classroom management techniques.
- Served as Case Manager and part of IEP team for student caseload.

Special Education Teacher, Emotional Disturbance, Reading Intervention, 8/2014 to 6/2015

Fairfax County Schools – Alexandria, VA

Intern Teacher, High School Algebra I, 10/2013 to 8/2014

Fairfax County Schools – Alexandria, VA

- Created and implement differentiated units and lessons in math and reading, achieving an increased average reading at a school for high school students with emotional disturbances
- Created a positive and engaged classroom using effective classroom management techniques

- Incorporation of SmartBoard and other technologies (IPAD & Student Laptops) in lessons and classroom activities
- Maintained case load of 9 students using electronic IEP data management system
- Grading, parent communication, collaborative learning
- Supervised and collaborated with intern teacher in reading remediation
- Created and monitored Individualized Education Programs and facilitated IEP meetings
- Participated in school wide and individual student behavior strategies problem solving

Program Coordinator, 8/2012 to 10/2013

Center for Social Change, INC – Elkridge, MD

- Supervised 20-30 Residential Units serving adults with disabilities.
- Supervised residential staff, day program and one to one assistants consisting of between 125-150 support staff for my clients to ensure compliance and best quality of care.
- Advocated for the rights and well-being of clients
- Developed goals and objectives in ensuring compliance for staff, vocational department, and state sponsored agencies and clients
- Liaison with healthcare agencies
- Facilitates community partnership initiatives and hosts regular outreach meetings to develop and promote employment opportunities.
- Ensured compliance with specifications and funding

Pre-GED/GED Instructor, 2/2012 to 8/2012

Chesapeake Alternative School – Elkridge, MD

- Lead instructor with ex-juvenile offenders, ages of 16 and 21.
- Created and implemented GED lesson plans
- Effectively built relationships and correspondence with students and Department of Juvenile Detention
- Created and implemented additional academic and vocational employment readiness lessons

7th/8th grade Special Education Teacher, 8/2009 to 6/2011

New Hope Alternative School – Baltimore, MD

- Acting lead teacher for children 11 to 17 with EBD
- Lesson planning, classroom management, IEP goal alignment and IEP compliance
- Implemented differentiated lesson plans to meet student's needs
- Used effective behavior management techniques in the classroom
- Use of technology in lessons classroom activities when available
- Created therapeutic environment that supported academic achievement

One to One Early Intervention Assistant, 1/2009 to 8/2009

National Children's Center – Washington DC

- Assisted four-year old student with severe disabilities with daily life skills.
- Assisted with the creation of lesson plans used to reinforce daily life skills.
- Provided Early Intervention services in PreK setting.
- Utilized positive behavior management skills in the classroom.
- Cultivated therapeutic environment that support academic and holistic growth.