

SARA SCHROEDER



EDUCATION

The University of Montana – Missoula, Montana Master of Arts in Linguistics Thesis: “A Case for <i>be going to</i> as Prospective Aspect”	2011
Loras College – Dubuque, Iowa Bachelor of Arts in Classical Studies and History Areas of Concentration: Classical Latin, American History	2004
The University of Montana – Missoula, Montana Graduate Non-degree Study, Communications	2013 – 2015
Colorado Mountain College – Leadville, Colorado Post-baccalaureate Study, Spanish Language	2004 – 2008

PROFESSIONAL EXPERIENCE

The University of Montana English Language Institute Director Develop programming with international partners for short-term and long-term language, academic, and cultural courses, both in-person and virtual; create budgets for programs; staff teachers and guest lecturers for courses; teach online TESOL certificate course; teach special language programs	2020 - Present
The University of Montana English Language Institute Instructor of Intensive English Developed course structure and teaching materials, administered grades, oversaw conversation partners program, organized field trips, developed curriculum	2013 – 2020
Educational Testing Service TOEIC Rater (Spoken Portion) Analyze non-native English speech, and evaluate performance in constructed spoken responses in accordance with ETS benchmarks.	2011 – Present
LINC Educational Resources Instructor of English as a Second Language Developed syllabus, taught materials, structured course, facilitated field trips for Japanese high school exchange students in short-term program	2011
The University of Montana Linguistics Department Instructor of English as an Academic Second Language Developed overall course structure and materials, administered all grades	2010 – 2011

RELATED EXPERIENCE

Freelance Academic Proofreader Provided academic proofreading services for non-native English authors of theses, dissertations, conference papers, etc.	2011 – 2013
Missoula International Spanish Immersion School Substitute Teacher (grades one through eight)	2011 – 2012
Missoula Public School District Substitute Teacher (grades six through twelve)	2008 – 2012
St. Vincent Hospital – Leadville, Colorado Hospital Admissions Representative/Spanish-English Interpreter Admitted patients for procedures, interpreted English/Spanish between patients and staff, corresponded with insurance companies, facilitated interdepartmental communications	2007 – 2008
Lake County High School – Leadville Colorado Special Education Paraprofessional Provided support to students with behavioral disorders and/or physical disabilities	2006 – 2007
Lake County Public School District – Leadville, Colorado Substitute teacher (grades kindergarten through twelve)	2004 – 2006

PUBLICATIONS

<i>Glad to Hear it: Using Podcasts to Encourage Listening Practice</i> WAESOL Educator Journal	2019 (Summer)
<i>For the Record: Assessing Speaking Skill through Recorded Presentations</i> WAESOL Educator Journal	2021 (Winter)

CONFERENCE PRESENTATIONS

<i>Can Everyone See My Screen? Alternatives to Zoom Presentations</i> Demonstration Presented at Spokane Regional ESL Conference	2021
<i>Student-Created Podcasts: An Engaging Alternative to In-Class Presentations</i> Demonstration Presented (three times) as part of the BC TEAL Ed Tech Jam online	2020
<i>Mic Drop: Student-Created Podcasts</i> Demonstration Presented (twice) at Spokane Regional ESL Conference	2020
<i>For the Record: Assessing Speaking Performance through Recorded Presentations</i> Demonstration Presented at Palouse Language and Culture Symposium, University of Idaho	2019
<i>For the Record: Assessing Speaking Performance through Recorded Presentations</i> Demonstration Presented at Spokane Regional ESL Conference, Spokane, Washington	2019

- Assessing Speaking Performance through Recorded Presentations* 2018
 Demonstration Presented at CALT Regional Conference, *Portland State University, Portland, Oregon*
- Glad to Hear It: Podcasts to Engage and Support Language Learners* 2018
 Demonstration Presented at Palouse Language and Culture Symposium, *University of Idaho, Moscow, Idaho*
Awarded Best Practice-Oriented Proposal
- Taking the Road Less Traveled: Using Poetry in ESL Classes* 2018
 Demonstration Presented at Spokane Regional ESL Conference, *Spokane, Washington*
- Engaging Students through Graphic Novels* 2017
 Demonstration Presented at MEA-MFT Educators Conference, *Missoula, Montana Public Schools*
- Glad to Hear It: Podcasts to Engage and Support Language Learners* 2017
 Demonstration Presented at MEA-MFT Educators' Conference, *Missoula, Montana Public Schools*
- Not the Same Old Story: Using Graphic Novels to Support Literacy Skills* 2017
 Demonstration Presented at Intermountain TESOL Conference, *Sundance, Utah*
- Glad to Hear It: Podcasts to Engage and Support Language Learners* 2017
 Demonstration Presented (twice) at Spokane Regional ESL Conference, *Spokane, Washington*
- Engaging Students through Graphic Novels* 2016
 Demonstration Presented at Colorado TESOL Conference, *Aurora, Colorado*
- Engaging Students through Graphic Novels* 2016
 Demonstration Presented at WAESOL Conference, *Spokane, Washington*
- Engaging Students through Graphic Novels* 2016
 Demonstration Presented at Spokane Regional ESL Conference, *Spokane, Washington*
- Developing and Archiving Open-Source Blackfoot Teaching Materials* 2011
 Research presented at the 2nd International Conference on Language Documentation and Preservation, *The University of Hawaii at Manoa*
- Blackfoot Teaching Materials: The Benefits of a Digital Format* 2011
 Paper Presented at the Annual Conference on Endangered Languages and Cultures of Native North America, *The University of Utah*

- Perfect: An Analysis of the Be Going to Construction in English* 2011
Paper Presented at the Annual University of Montana Conference on Graduate and Faculty Research, *Missoula, Montana*
- Ponoka ki Sisttsi: The Design and Creation of Digital Blackfoot Teaching Materials* 2011
Paper presented at the Annual University of Montana Conference on Graduate and Faculty Research, *Missoula, Montana*
- The Grammaticalization of an English Future Tense Marker* 2010
Paper presented at the Annual University of Montana Conference on Graduate and Faculty Research, *Missoula, Montana*

PROFESSIONAL DEVELOPMENT

- University of Montana Pedagogy Project 2021
- Practical Leadership Skills for Managers Course via the University of Montana and LinkedIn 2021
- Online Course Development Training, UM Online 2020
- CALT Regional Conference, Missoula, MT 2019
- NAFSA National Conference, Washington DC 2019
- I-TESOL Conference, West Yellowstone, MT 2016
- Spokane Regional ESL Conference, Spokane, WA 2015
- CO-TESOL Conference, Aurora, CO 2015

HONORS AND AWARDS

- Awarded Open Educational Resource Adoption Grant from the Montana University System Board of Regents and Office of the Commissioner for Higher Education 2020
- Montana University System Regents Teaching Scholar 2019 – 2020
- Awarded Open Educational Resource Review Grant from UM Provost Office 2019
- Careers in the Common Goods Scholarship, The University of Montana 2011
- Teaching Assistantship, The University of Montana 2010 – 2011

ACADEMIC AND COMMUNITY SERVICE

Montana Notary Public Authorized Duties: Certify documents, administer oaths and affirmations, perform civil marriage ceremonies	Commission Expires 2025
Spokane Regional ESL Conference Planning Committee	2021
Guest Speaker, University of Montana Communications Courses Lectures on Intercultural Communication	2018 - 2021
Board Member: Missoula Community Concert Band	2020 - present
Created Open Educational Resource Site for Ancillary Listening Materials for ESL Students and Teachers (https://saraschroeder3.wixsite.com/podcasts)	2019 - present
Mentor TESOL/TEFL Certificate Students	2013 – present
Volunteer Coordinator, English Language Institute Conversation Partners Program	2014 - present
Organized Montana Regional CALT Conference, Missoula, MT	2019
Organized and Led UM Conversation Partners Program	2015 – 2019
Volunteer Tutor, English Academic Writing	2010 – 2013
Blackfoot Language Group – The University of Montana, Research Assistant	2009 – 2011
Campus Corps, University of Montana	2009 – 2011
Porter Middle School After-School Flagship Program, Tutor and Supervisor	2010
Full Circle of Lake County, Colorado, Mentor to at-risk youth	2006 – 2008

LANGUAGES

English – Native Language
Spanish – Professional Working Proficiency
Latin – Elementary Proficiency
Russian – Elementary Proficiency

MEMBERSHIPS

CALT (Classroom Assessment for Language Teaching)	2018 – present
I-TESOL	2016 – 2017