

# Pamela L. Hall, Ed.D., PMP

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## CURRICULUM AND COURSE DEVELOPMENT

Accomplished and versatile administrator, educator, and certified project manager with extensive curriculum and course development experience, to include:

- ✓ Research Integrity, Institutional Review Board, Faculty Development, Qualitative Research, and Oral History
- ✓ Development of detailed project plans including KPI's, activities, timelines and action items
- ✓ Writing effective copy, instructional text, and audio/visual scripts

## PROFESSIONAL ASSIGNMENTS

### Clark Atlanta University

2019 - Present

#### **Sr. Research Award Administrator and Institutional Review Board (IRB) Officer** (2022 – Present)

- Review proposals and contracts for accuracy and conformance with sponsor guidelines, award-related laws, regulations, rules, policies, and procedures
- Manage pre-and post-award activities, grants, and contracts using knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills
- Develop and deliver research administration and research compliance training/workshops
- Assist in obtaining all compliance approvals by the appropriate University units and committees (e.g., Institutional Review Board, Institutional Animal Care Use, and Conflict of Interest)
- Coordinate and manage IRB policies and procedures
- Foster a research environment that promotes the responsible conduct of research, training, and activities related to that research or training
- Draft and edit IRB materials, including modifications, status reports, and exemption applications, and compiles, edits, and reviews supporting materials such as protocols, consent forms, recruiting materials
- Review projects that may require an IRB exemption, modification, or expedited review and provides relevant advice and guidance to research teams on potential human subject sensitivities

#### **Director of Clinical Field Experiences and P20 Partnerships** (2019 – 2022)

- Served on the School of Education's leadership team, and as a liaison with local school districts, agencies, state, federal, and national agencies, and related professional educational organizations
- Coordinated clinical partnerships for pre-service teacher residencies, school counselor, and educational leadership internship placements for elementary education, educational leadership, and clinical mental health students
- Convened SOE clinical supervisors for required bi-annual training, accreditation updates, data collection, and partnership development
- Ensured that all School of Education partnership agreements and memoranda of understanding (MOUs) were developed, executed, and maintained per accreditation standards and affiliated school district and agency guidelines
- Served as the certification officer, providing oversight and management of all School of Education student certification and professional credentialing-related matters, including fulfilling Title II reporting requirements

### Cornell University

2020 - Present

#### **eCornell Course Facilitator**

Courses: Earned Value Management, Assessing, Mitigating, and Managing Risks, Agile Methods, Organizing the Project and Its Components, Planning and Managing Resources

- Facilitate 2-4 course sections/month
- Encourage sharing of reflection and information by students using Canvas LMS
- Assess and provide relevant feedback for students on assignments
- Collaborate with appropriate eCornell staff in support of continuous improvement and student engagement

### Georgia Department of Early Care and Learning

2017 – 2019

#### **Workforce Development Specialist**

- Provided leadership and support for organization's workforce development initiatives designed to support and encourage retention and development of high-quality teachers in birth to five settings statewide
- Managed all aspects of workforce development, including developing and implementing workforce development models; providing resource management and technical assistance for designated statewide projects
- Served as subject matter expert and development lead for all agency workforce development initiatives

- Managed the Department of Early Care and Learning Scholars program and set a vision for continued growth and development of the program to support the changing birth-to-five workforce
- Supported the development of articulation agreements with colleges and universities as well as professional learning pathways that assist early care and education professionals in pursuing continuing education and training opportunities
- Served as the project manager for the development of the online learning platform revision for the agency

**Technical College System of Georgia**

**2015 – 2017**

**Grants Coordinator**

- Developed grant applications on behalf of the Technical College System of Georgia's (TCSG) office and its 22 affiliated institutions
- Administered and monitored grant projects/contracts
- Wrote grant proposals and reports to foundation funders, as required
- Provided technical expertise, information, and problem resolution for grant-related activities

**Clark Atlanta University**

**2013 – 2015**

**Project Manager, School of Education Curriculum & Instruction Department - Office of the Dean**

- Collaborated with the Office of the Dean (School of Education), Department Chair (Curriculum and Instruction), Director of Field Services, Director of Unit Assessment, and the Title III Office to maintain activity progression through the prescribed timeline
- Researched, collected, and managed program data in preparation for internal and federal evaluations
- Applied knowledge of teacher education, P-12 teaching and learning; budget, and project management to all project activity
- Wrote and submitted quarterly and annual reports detailing project activity (teacher candidate and faculty performance, conceptual framework, program operations, and assessment strategies)

**YMCA of Metro Atlanta**

**2009 – 2013**

**Program Director Early Learning, Georgia Pre-K and Head Start Programs**

- Served as Georgia Pre-K Site Director (5 classrooms/10 teachers/100 students)
- Followed Pre-K and Head Start operating guidelines to ensure program compliance
- Led staff in preparation for national accreditation (NAEYC)
- Ensured compliance with BFTS/NAEYC/CACFP/SFSP and state and federal licensing regulations and conducted ongoing programmatic improvements accordingly

**New Heights Montessori School – Classroom Teacher**

**2003 – 2008**

- Provided classroom instruction in alignment with the Montessori pedagogy
- Developed appropriate lesson plans and assessment methods to meet the individual needs of the student
- Fostered student reasoning and problem-solving skills
- Assessed learning outcomes continuously and mitigated learning loss
- Tailored individually appropriate instructional techniques to meet student needs

**PROFESSIONAL DEVELOPMENT ASSIGNMENTS**

**Federal Grant Reviewer, Panelist & Facilitator**

- U.S. Department of Education - Education Innovation and Research, (2022, 2020)
- Family & Youth Services Bureau (FYSB) (2021)
- U.S. Refugee Career Pathways (2021)
- U.S. Department of Education - Gaining Early Awareness & Readiness for Undergraduate Programs (2021)

**EDUCATION • CERTIFICATIONS • TRAINING**

**Doctor of Education - Higher Education Administration & Leadership**

Clark Atlanta University, Atlanta, GA

*Dissertation Study: Culturally Responsive Teaching - An Examination of the Clinical Preparation of Pre-Service Teachers in Georgia Educator Preparation Programs*

**Master of Arts, Education - Adult Education/Training/eDesign Learning Technologies**

University of Phoenix, Phoenix, AZ

**Bachelor of Arts, English**

University of Georgia, Athens, GA

**Project Management Professional (PMP)**

Project Management Institute (PMI)

**Training for Research and Institutional Review Board (IRB) Members**

The Collaborative Institutional Training Initiative (CITI Program)

**Ethical Research Oversight**

Public Responsibility in Medicine and Research (PRIM&R)

**Strategic Grant Development Workshop (15 CEUs)**

Institute for Strategic Funding Development

*Strategic Program Grant Proposal Writing | Strategic Program Planning | Strategic Grant Research*

**Montessori Teaching Certification (Primary 3y – 6y)**

Association Montessori Internationale | Montessori Institute of Atlanta, Lawrenceville, GA

**PROFESSIONAL ORGANIZATIONS**

Member	Public Responsibility in Medicine and Research (PRIM&R)	2022 – Present
Member	Oral History Association	2022 – Present
Member	The Consortium to Advance Effective Research Ethics Oversight (AEREO)	2022
Member & Volunteer	Project Management Institute (PMI)	2019 – Present
Presenter	Clark Atlanta U: <i>Clinical Partnerships and Practice Presentations</i>	2019 – 2022
Presenter	Clark Atlanta U: <i>Accreditation of Programs and Title II Reporting</i>	2019 – 2022
Presenter	Clark Atlanta U: <i>School of Education’s Bi-annual Site Supv/Partnership</i>	2019 – 2022
Board Member	Gate City Nursery Association	2020 – 2022
Secretary	Board of Directors, Georgia Association of Field Directors	2020 – 2021
Conference Proposal Reviewer	Natl Assoc for the Education of Young Children (NAEYC)	2020
Committee Member	Georgia Dept of Early Care & Learning: Assessment Bias Review	2019 – 2020
Certified Facilitator	Professional Learning Community - U of FL (Lastinger Institute)	2019
Presenter	<i>Georgia Workforce Knowledge, Competencies &amp; Child Care Services</i>	2019
Project Manager	Georgia Dept of Early Care & Learning: Online Learning Platform	2019
Board Member	Georgia Early Childhood Education Foundation	2018 – 2019
Coordinator	McCormick Leadership Academy – Directors Toolbox	2018
Conference Presenter	Georgia Association for the Education of Young Children - <i>Introducing Georgia’s Workforce Knowledge and Competencies</i>	2017
Presenter, Staff Consortium	Technical College System of Georgia’s Institutional Advancement – <i>Writing a One Page Proposal</i>	2016