


MEMORANDUM

TO: Dr. Beth Quick, Chair

FROM: Katy Crapo 
Director of Degree Programs and Distance Learning

DATE: March 8, 2010

SUBJECT: Adjunct Instructor

I have received a request from Kimberley Brigance, to teach Education courses, specifically TCED 350, at our Parsons center. I am forwarding her resume and transcripts for your consideration. Please return this form stating your decision regarding Ms. Brigance. Please contact me if you need any additional materials.

Approved to teach courses (please list).

TCED 350

Not approved to teach


(signature)

bw
Enclosures

Kimberley Rachel Brigance

Objective

To obtain a position in the educational field that allows me to apply my knowledge of education and experience

Experience

2007-Present Pin Oak Elementary Lexington, TN

1st Grade Teacher

- Yearbook advisor
- Master Teacher for Pin Oak
- Plan and teach all subject areas in 1st grade

2005-2007 Caywood Elementary Lexington, TN

Kindergarten Teacher

- Transition Kindergarten Teacher
- Plan and taught all subjects
- Assistant Softball Coach for Lexington Middle School

2005 Caywood Elementary Lexington, TN

Administrative Substitute

- 6th grade Language Arts Maternity Leave
- After-School Tutoring
- Inclusion Teacher

Education

2006-2009 Freed Hardeman University Henderson, TN

- **Masters of Education in Curriculum and Instruction**

2002-2004 University of Memphis Jackson, TN

- **Bachelor of Science in Education**
- Integrative Studies K-8
- Endorsed K-8

- Highly Qualified: Language Arts
- Highly Qualified : K-6

2000-2002

Jackson State Community College

Jackson, TN

- **Associates Degree**

References

Steve Wilkinson,	Henderson County Superintendent	731-968-3661
Tammie Patterson,	Director of Education, UTM Parsons	731-614-2422
Lori Leasure,	Pin Oak School Principal	731-968-7341
