

JEFFREY S. MATTISON

850 NORTH HUDSON AVENUE #305 – LOS ANGELES, CALIFORNIA - 90038
(562) 239-2496 – JSMATTISON@GMAIL.COM

EDUCATION

- 8/05 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Master of Arts, Teaching English to Speakers of Other Languages
- 8/05 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Certificate in Language Program Administration (LPA)
- 6/99 PRINCIPIA COLLEGE: Elmhurst, Illinois
Bachelor of Arts (with Honors), Russian Studies and World Perspectives
- Minor: Biology
- 4/97 – 7/97 ST. PETERSBURG STATE UNIVERSITY: St. Petersburg, Russia
Russian Language classes at Smolny Institute

PROFESSIONAL CREDENTIALS

- 5/04 – 4/09 California Preliminary Multiple Subject Teaching Credential (General Subjects)
- 12/03 – 11/08 California Preliminary Single Subject Teaching Credential (Foreign Language: Russian)
- 10/04 – 10/07 American Red Cross (Lifeguarding, First Aid, CPR with AED, Coaches Safety)

ENGLISH TEACHING EXPERIENCE

- 8/05 – present KWANSEI GAKUIN JUNIOR HIGH SCHOOL: Nishinomiya, Japan
Assistant Teacher of English
- Utilized technology to teach in CALL and AVLL classrooms
 - Designed curricula for 5 courses with *kikokushijo* students
 - Advised the English Speaking Society and Swimming Team
 - Taught 21 hours of class time per week
- 7/04 – 8/04 CONCORDIA LANGUAGE VILLAGES: Moorhead, Minnesota
Credit Program Teacher
- Piloted the curriculum of a 4-week English course for 10 students.
 - Taught 21 hours of class time per week.
 - Created project-based lesson plans that emphasized student progress in the four skills of communicative language learning.
- 4/02 – 6/02 NAPERVILLE PUBLIC SCHOOL DISTRICT 203: Naperville, Illinois
Substitute Teacher
- Implemented lesson plans for intermediate ESL and other courses while maintaining a classroom environment conducive to learning.
 - Taught 20 hours of class time per week.

4/98 – 6/99

THE WRITING CENTER, PRINCIPIA COLLEGE: Elsah, Illinois

Writing Center Tutor

- Coached international student authors to improve their writing style using evaluative feedback and sounding board techniques.
- Tutored 10 hours per week.

OTHER TEACHING EXPERIENCE

9/99 – 11/01

UNITED STATES PEACE CORPS: Benin & Jamaica

Environmental Promoter

- Designed and adapted environmental lessons to integrate with K-6 curriculum of three schools, reaching 800 students.
- Taught 15 hours of class time per week.
- Organized and facilitated a teacher training workshop for 42 people.
- Authored a bimonthly newsletter to broadcast my environmental activities to 53 teachers, administrators, and government officials.

LANGUAGE PROGRAM ADMINISTRATION EXPERIENCE

7/05 – 8/05

CONCORDIA LANGUAGE VILLAGES: Moorhead, Minnesota

Credit Program Facilitator

- Supervised 5 teachers on content and standards of instruction.
- Co-designed a four-skills placement test for 50 students
- Coordinated logistics for 4 off-site field trips
- Initiated and advised a 7-member student council

5/05

CONTENT BASED INSTRUCTION CONFERENCE: Monterey, California

Poster Session Coordinator

- Organized two sessions with information, materials, and logistics of 20 professional audio/visual presentations

1/05 – 3/05

CUSTOM LANGUAGE SERVICES: Monterey, California

Intern Program Coordinator

- Organized room assignments, field trips, and activities for two Japanese university study abroad programs of 50 students.
- Designed a 6-hour orientation that included cross-cultural training.
- Published 2 weekly newsletters to enhance the community of learning.

7/04 – 8/04

CONCORDIA LANGUAGE VILLAGES: Moorhead, Minnesota

Credit Program Facilitator

- Supervised one teacher on content and standards of instruction.
- Designed a portfolio assessment with scoring rubrics, self-evaluations, and authentic tasks.

5/04

CONTENT-BASED INSTRUCTION CONFERENCE: Monterey, California

Poster Session Coordinator and Workshop Assistant

- Organized presenters with information, materials, and logistics of 8 professional audio/visual presentations
- Summarized the content and activities of an 8-hour workshop for publication on the Internet.

- 3/04 – 6/04 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Editorial Assistant
- Edited and revised the drafts of a language textbook in progress.
 - Research scholarly journals and verified citations in PhD dissertation.
- 9/03 – 5/05 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Student Coordinator of Peace Corps Master's International (PCMI) Program
- Advised 76 applicants about the PCMI program in TESOL.
 - Fundraised over \$2000 to sponsor small projects of Peace Corps volunteers.

CURRICULUM DESIGN EXPERIENCE

- 12/04 – 6/05 CONCORDIA LANGUAGE VILLAGES: Moorhead, Minnesota
Consultant
- Revised curriculum for Intensive English program
 - Integrated academic vocabulary, study skills, peace making, and media technology into a 4-unit course.
- 1/04 – 5/04 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Curriculum Designer
- Conducted a needs assessment, peer feedback, and content research
 - Produced a 4-lesson unit entitled “Culture and the Environment: The Kyoto Protocol” for an semester-long IESL course

ASSESSMENT EXPERIENCE

- 7/04 CONCORDIA LANGUAGE VILLAGES: Moorhead, Minnesota
Credit Program Teacher
 Alternative (Portfolio) Assessment for Intensive English Program
- Designed a mid-term exam with authentic tasks
 - Implemented the first portfolio assessment in the program with scoring rubrics, self-evaluations, and examples of each student’s four language skills
- 4/04 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES: California
Test Designer
 Placement test for Everett Alvarez High School ESL department: Salinas, California
- Performed statistical analyses for reliability and validity
 - Designed subtests with objectively and subjectively scored items
- 4/04 TEST OF ENGLISH AS A FOREIGN LANGUAGE: Monterey, California
TOEFL Proctor and Scorer
- Maintained a controlled environment for administration of the test
 - Conducted objective scoring of the test with 2 other proctors

CROSS-CULTURAL TRAINING EXPERIENCE

- 6/04 UNITED STATES PEACE CORPS: Kingston, Jamaica
Consultant
- Designed an 8-hour training workshop for volunteers
 - Utilized critical incidents, case studies, and simulations in transfer of cultural values between Jamaicans and Americans

OTHER WORK EXPERIENCE

- 9/03 – 3/05 MONTEREY SPORTS CENTER: Monterey, California
Swimming Instructor, Coach, and Lifeguard
- Taught children ages 3-63 how to swim according to American Red Cross standards
 - Coached pre-swim team children in the techniques of four competitive strokes
- 10/02 – 8/03 YMCA OF THE NORTH SHORE: Evanston, Illinois
Assistant Swim Coach
- Instructed 6-12 year-old team members in proper stroke technique
 - Accompanied team to national championship meet where 80% of swimmers achieved personal best times.
- 8/02 – 8/03 CHRISTIAN SCIENCE COMMITTEE ON PUBLICATION: Evanston, Illinois
Assistant Manager
- Organized the day-to-day operations of a non-profit entity
 - Coordinated the logistics of a communications training workshop attended by 100 people.
 - Supervised 1 employee in bookkeeping for a \$200,000 budget.
 - Monitored legislation and state media for the interests of religious freedom.
- 6/02 – 8/02 CAMP LEELANAU FOR BOYS: Maple City, Michigan
Canoeing Instructor and Cabin Counselor
- Certified 42 persons in the skill and nomenclature of canoeing according to the standards of the American Canoe Association.
 - Nurtured the character growth of 18 boys, emphasizing teamwork, cleanliness, and responsibility.
- 6/97 – 7/97 YOUTH FOR DEMOCRACY SUMMER CAMP: Mogilev, Belarus
Counselor
- Created content-based activities for 30 Belarusian teenagers to learn about Democracy and English using role plays, group work, and games.
 - Established cross-cultural understanding through a pen pal program between the Belarusian campers and the International counselors.

PROFESSIONAL PUBLICATIONS

- 10/05/05 “In English, verbing nouns is okay” in *The Christian Science Monitor*, p. 8.
- 4/04 “Event Honors Returned Peace Corps Volunteers at the Monterey Institute” in *Discourse & Repartee*: the Alumni Newsletter of the Graduate School of Language and Educational Linguistics, p. 7.
- 2/03 “Addressing Reverse Gender Gaps in Jamaica” in *The Exchange*: Peace Corps’ Women in Development Newsletter, vol. 36, p. 11.

PROFESSIONAL PRESENTATIONS

- 5/05 CONTENT-BASED INSTRUCTION CONFERENCE: Monterey, California
Poster: A Collaborative Process of Content-Based Curriculum Design
- 3/05 TESOL 2005 GRADUATE STUDENT FORUM: San Antonio, Texas
Poster: A Collaborative Process of Content-Based Curriculum Design
- 3/05 CATESOL 2005: Long Beach, California
Poster: A Collaborative Process of Content-Based Curriculum Design
- 11/03 MONTEREY INSTITUTE OF INTERNATIONAL STUDIES
Open House Panel Discussion Participant
 - Promoted the Peace Corps Master’s International program of the Institute with the presentation of a binder of previous volunteers’ work.
- 10/03 INTERNATIONAL CAREER SYMPOSIUM: University of California, Berkeley
Panel Discussion Participant
 - Shared personal experience and fielded questions from the audience regarding my 2 years of teaching environmental education in Jamaica.

PROFESSIONAL ASSOCIATIONS

- 8/04 – Present American Swim Coaches Association, Level II certification
- 9/03 – Present Teachers of English to Speakers of Other Languages
 - International Black Professionals & Friends in TESOL Caucus
- 1/06 – Present Japan Association of Language Teachers

HONORS AND AWARDS

- 9/03 – 5/05 Monterey Institute Merit Scholarship
- 6/99 The George A. and Frances K. Andrews Award for Community Service
- 9/98 – 6/99 Paul Cordova Scholarship for International Service
- 9/05 – 6/99 Principia College Academic Scholarship
- 6/95 Naperville North High School Booster Club Scholarship

REFERENCES

Dr. Kathleen M. Bailey

Professor of Applied Linguistics
Monterey Institute of International Studies
460 Pierce Street
Monterey, CA 93940
Phone: (831) 647-4181
Email: kbailey@miis.edu

Dr. Peter Shaw

Professor of Applied Linguistics
Monterey Institute of International Studies
460 Pierce Street
Monterey, CA 93940
Phone: (831) 647-4195
Email: pshaw@miis.edu

Mr. Eizo Yasuda

Principal
Kwansei Gakuin Junior High School
1-1-155 Uegahara
Nishinomiya-shi, Hyogo-ken
JAPAN 662-0813
Phone: +81.798.53.6111
Email: z89002@kwansei.ac.jp

Ms. Liv Thorstenson

Concordia Language Villages
901 Eighth Street South
Moorhead, MN 56562
Phone: (704) 521-2991
Email: thorsten@cord.edu

Mr. Jimmy McNeil

Associate Peace Corps Director
United States Peace Corps - Jamaica
8 Worthington Avenue
Kingston 5, JAMAICA
Phone: (876) 929-0495
Email: jmcneil@jm.peacecorps.gov