AMANDA AMABILE

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PROFESSIONAL PROFILE

Educational leader with experience spanning early childhood education, center administration, school leadership, and program-wide oversight in Head Start, Early Head Start, and Universal Prekindergarten settings. Currently serves as Education Manager for a multi-site program, providing leadership to education specialists and supporting curriculum implementation, staff development, classroom quality, regulatory compliance, recruitment, and child assessment. Brings a practice-based perspective to doctoral study in leadership and policy, with interests in how educational policy and organizational conditions shape early childhood programs, educators, children, and families.

EDUCATION

Doctor of Philosophy (Ph.D.), Leadership and Policy — Niagara University, Buffalo, NY
May 2026–present; transfer listed for January 2027

Master of Science in Education, Birth–Grade 6 — Niagara University, Buffalo, NY
May 2026

Bachelor of Arts, English and Law — University at Buffalo, Buffalo, NY
June 2023

Undergraduate coursework — Lynn University, Boca Raton, FL
2019–2020

Teaching Certification: New York State Initial Certification, Childhood Education (Grades 1–6), May 2026

PROFESSIONAL EXPERIENCE

Education Manager – Early Head Start, Head Start, and UPK

Head Start / Early Head Start Program, Western New York | *June 2026–Present*

- Provide educational oversight across 15 Head Start schools and 14 Childcare Partnership sites, supporting the development, implementation, and maintenance of educational documentation, curriculum, and instructional resources.
- Supervise and guide four Education Specialists and two Child Development Specialists to support classroom compliance, curriculum implementation, and alignment with program standards.
- Provide interim school leadership during Principal absences, including staff supervision, teacher recruitment, hiring, and professional development.
- Serve as hiring manager for education vacancies, coordinating candidate interviews, recruitment, and staffing in response to program needs.
- Monitor Teaching Strategies GOLD (TSG), Brigance, and ASQ data, along with classroom education documentation and lesson-plan submissions.
- Lead implementation of district curriculum, Second Step, and The Creative Curriculum to promote consistency and quality in classroom instruction.
- Train, mentor, and support approximately 100 education staff across multiple sites, strengthening instructional practice and curriculum fidelity.
- Support compliance with New York State Office of Children and Family Services (OCFS) licensing requirements and identify educators who may benefit from practice-based coaching.
- Maintain regular communication with Education Specialists and Child Development Specialists to assess needs and coordinate program support.

Principal – Early Head Start, Head Start, and UPK

Holy Cross Head Start, Buffalo, NY | January 2025–June 2026

- Supervised and evaluated lead and assistant teachers across multiple classrooms and supported compliance with New York State OCFS regulations and UPK program standards.
- Maintained full enrollment through recruitment, outreach, family engagement, application review, and eligibility screening.
- Coordinated staff schedules, training, and professional development; developed corrective action plans to address compliance needs across sites.
- Collaborated with Buffalo Public Schools to align curriculum and program expectations and monitored children's developmental progress and school readiness.
- Oversaw payroll approvals, budgeting, and operational procedures.
- Coordinated required child health screenings and follow-up documentation, including physical and dental follow-up communications.
- Facilitated monthly parent meetings and encouraged family participation and volunteering within the program.

Preschool Director
Peace of Mind Childcare, Buffalo, NY | April 2024–January 2025

- Directed daily operations of a licensed childcare center serving infants through school-age children.
- Maintained compliance with New York State OCFS regulations, including staffing ratios and safety standards.
- Managed hiring, onboarding, payroll, staff performance evaluations, training, inventory, budgeting, and purchasing.
- Led parent communication through conferences, newsletters, and enrollment processes.

Preschool Director
Mary's Little Lambs Childcare Center, Buffalo, NY | August 2023–April 2024

- Directed daily childcare center operations and supported regulatory compliance, staffing, family communication, and program administration.

Preschool Director
Erie Regional Housing Development Corp., Buffalo, NY | March 2023–August 2023

- Supported childcare center operations, staff coordination, and implementation of required health, safety, and licensing practices.

Early Childhood Teacher – Infant through School Age
Various Centers, Buffalo, NY | 2020–2023

- Designed and implemented developmentally appropriate curriculum and supported children's social-emotional, cognitive, and behavioral development.
- Maintained safe, structured, and compliant classroom environments.

Administrative Assistant
Small Law Firm, New York | July 2021–November 2021

- Supported legal staff with case documentation, filings, client communication, records organization, and office administration.

ADDITIONAL PROFESSIONAL EXPERIENCE

Tutor – English and History
Independent | 2019–2026

- Provided individualized academic support to high school students in English and history.

Admissions Ambassador
Lynn University, Boca Raton, FL | 2019–2020

- Guided prospective students and supported admissions outreach efforts.

RESEARCH AND SCHOLARLY INTERESTS

- Educational leadership, organizational policy, and leadership practice in early childhood education.
- Head Start and Early Head Start policy implementation, program quality, and regulatory environments.
- Educator support, professional learning, staff development, and leadership across multi-site programs.
- The relationship between organizational conditions, educational opportunities, and outcomes for children and families.

SELECTED DOCTORAL COURSEWORK AND ACADEMIC PROJECTS

ADS 760 – **Ethics and Leadership** — Comparative analysis of codes of ethics; development of a personal code of ethics; individual and group case-study analyses examining ethical dilemmas in leadership.

ADS 810 – **Research Seminar** — Literature matrix examining research related to Head Start policy, professional learning communities, and leadership and communication in Head Start organizations.

ADS 810 – **Research Seminar** — Class reflections and scholarly discussions connecting leadership, policy, institutional responsibility, and educational change.

CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

- New York State Initial Teaching Certification – Childhood Education (Grades 1–6), May 2026
- CPR / First Aid / AED Certification
- Medication Administration Training (MAT), New York State OCFS
- OCFS Daycare Director Certification – 15-hour training

LEADERSHIP, AFFILIATIONS, AND SKILLS

Leadership and affiliations: SkillsUSA – Reporter; YMCA Youth Leadership Programs; Collegiate Athletics Participation.

Professional skills: New York State OCFS regulations and compliance; classroom and program management; staff supervision and training; child development and assessment; family engagement and communication; curriculum implementation; Microsoft Office.