



CORTNIE
BROOKS

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PROFESSIONAL SUMMARY

As a seasoned TESOL professional with over a decade of expertise, I drive curriculum development, instructional design, educational consulting, and administrative leadership with a robust blend of academic excellence and practical experience. With a foundational education in International Development from University College London, I have pioneered online course development, founded TESOL programs, and mentored educators globally. As the ESL Program Coordinator at Flathead Valley Community College, I integrate project management principles, innovative teaching methodologies, and Learning Management Systems to elevate ESL education. I design and implement inclusive, digitally enhanced curricula catering to diverse learner needs, achieving significant program enhancements. My commitment to educational policy, research, and community engagement shines through my volunteer work with Valley Neighbors, an immigrant resettlement agency in Kalispell, Montana. In this role, I bridge the college with local businesses and faith-based organizations, facilitating partnerships that empower immigrant communities. Leveraging my skills in relationship building, cultural awareness, and critical thinking, I make a tangible difference in the lives of newcomers to the U.S.

SKILLS

- Leadership in Education
- Instructional Design
- Cultural Competence
- Project Management
- Learning Management Systems
- Interpersonal Communication
- Curriculum Development
- Community Engagement
- Professional Development

EXPERIENCE

ESL Program Coordinator September 2023 - Current
Flathead Valley Community College | Kalispell, MT

- Achieving recognition from the state of Montana with the MPAEA Award of Excellence, validating exceptional contributions to the field of TESOL, and enhancing the institution's reputation for educational excellence.
- Spearheading the integration of College and Career Readiness Standards and digital literacy into curricula, significantly elevating learning outcomes and promoting inclusivity. Championing the adoption of advanced technology and online resources, increasing student engagement and satisfaction through innovative instructional methods. Designing and implementing new teaching strategies that address diverse learner needs.
- Forging strategic alliances with local businesses, faith-based organizations, and immigrant communities in Kalispell, enriching educational opportunities and fostering community integration. Collaborating with stakeholders to develop programs that support immigrant resettlement and empower community members.
- Directing curriculum development and improvement, incorporating best practices and creative approaches while enhancing program visibility. Contributing to the college's mission through community engagement and innovative service initiatives. Overseeing the creation of inclusive, digitally enhanced curricula that cater to diverse learner needs. Evaluating and refining instructional materials to ensure alignment with educational standards.
- Facilitating professional development opportunities for educators, mentoring new teachers, and leading workshops on innovative teaching methodologies. Coordinating efforts to improve student retention and success rates. Implementing project management principles to streamline administrative processes and optimize resource allocation.

Instructional Designer & Educational Consultant
Citizens TESOL | Lakeside, MT

April 2020 - Current

- Developing and launching a groundbreaking online certificate program tailored for multicultural educators significantly expands the institution's global reach and educational impact. Conceiving and executing innovative course designs that addressed the unique needs of diverse educators. Coordinating interdepartmental efforts to ensure seamless implementation and maximize program effectiveness.
- Leveraging state-of-the-art Learning Management Systems to optimize digital resources, creating a scalable and streamlined platform that delivers high-quality education to over 33,000 teachers in Montana and educators globally. Implementing cutting-edge technology to enhance user experience and facilitate interactive learning. Monitoring and analyzing platform performance to identify areas for improvement and drive continuous enhancement.
- Designing and delivering a series of webinars on the latest TESOL methodologies and best practices, establishing a crucial resource for continuous professional development among educators. Developing comprehensive training materials and engaging participants through interactive sessions. Evaluating feedback to refine future webinars and meet evolving educational needs.
- Curating and creating online ESL content for Montana's Office of Public Instruction, enhancing instructional design and educational accessibility statewide. Developing tailored resources that address state-specific requirements and promote effective teaching strategies. Collaborating with educators and policymakers to align content with academic standards and support curriculum goals.
- Facilitating professional growth by mentoring educators and providing personalized coaching. Leading workshops and training sessions to equip teachers with advanced instructional techniques. Assessing and improving existing content and methodologies to ensure the highest quality of education delivery.

Director of TESOL

July 2013 - Current

Youth With A Mission | Lakeside, MT

- Pioneering and directing the establishment of Youth With A Mission's TESOL program, launching comprehensive online and residential courses in locales such as Honolulu, Hawaii; Battambang, Cambodia; Taipei, Taiwan; and Boston, Massachusetts. Showcasing innovative curriculum development tailored to international students and summer camp programs for K-5 grades. Conceptualizing and implementing unique instructional strategies to address diverse learning needs.
- Engineering and managing sophisticated Learning Management Systems (LMS), creating engaging digital content and curricula that fostered an interactive learning environment. Demonstrating versatility and innovation in ESL education by integrating multimedia resources and interactive elements; monitored system performance and identified opportunities for enhancement to maintain high standards of educational delivery.
- Establishing robust networks to facilitate teacher placements and spearheaded collaborations with organizations for program accreditation. Ensuring seamless integration with university course registration processes by coordinating efforts across multiple institutions. Negotiating agreements and securing partnerships to expand program reach and credibility.
- Managing a \$50k program budget with astute fiscal responsibility, significantly enhancing the skills and performance of over 400 teachers through targeted training and personalized coaching. Evidencing strong leadership and financial stewardship by allocating resources efficiently and monitoring expenditures to maximize program impact.
- Developing and leading professional development initiatives, mentoring educators, and organizing workshops on advanced teaching methodologies. Encouraging continuous learning and supporting teachers in adapting to new instructional techniques. Evaluating program outcomes and implementing improvements to ensure sustained educational excellence.

VOLUNTEER

Board Trustee

January 2023 - Current

Somers Lakeside School District | Somers, MT

- Fostering strategic partnerships with key stakeholders, showcasing adept resource management to enhance the program's effectiveness and sustainability.

- Advancing teaching methodologies through diplomatic leadership and communication, significantly improving educational quality and outcomes.
- Directing the development of educational policies and strategic planning, focusing on inclusivity, leading to more streamlined operations and achieving organizational objectives.
- Serving on various vital committees, using a diplomatic approach to advocate for comprehensive educational improvements and more robust community relations.
- Demonstrating exceptional versatility and influence across diverse educational roles, contributing to developing and implementing beneficial policies and practices within the academic ecosystem.

Editor April 2022 - Current
CELEA

- Guiding the strategic and editorial direction of CELEA's newsletter, transforming it into a crucial resource for Christian educators globally, enhancing professional growth and community engagement.
- Building and nurturing worldwide networks among Christian educators, facilitating the exchange of TESOL best practices and resources, and organizing virtual panels to integrate faith with teaching methodologies.
- Creating and distributing content that embodies Christian values, ensuring that faith-based principles, social justice, and peacebuilding inform teaching practices and curriculums across the network.

EDUCATION

MA degree - International Development and Education October 2022
University College London, London

- Earned grade of Distinction
- Elected to be an academic representative for students in the Education, Practice, and Society Department in Conflict & Emergencies in January 2020.
- Seminar Coordinator for Education in Conflict, link: <https://blogs.ucl.ac.uk/education-conflict-emergencies/about/2020-21-seminars/>

Research:

- Dissertation: (2022) Who are we and what are we fighting for: Art, Identity, and Resistance in Palestine
- (2021) Examining Jordanian Inclusive Education Policy and Practice Using Human Capital Theory and Capability Approach
- (2021) Language and Education in Myanmar: An Analysis Using a Political Economy and 4 R's Framework
- (2020) Education in Emergencies, Resiliency, and Psychosocial Well-being
- (2020) Capability Approach: An Overview

BA degree - Social Sciences May 2018
Washington State University, Pullman, WA

- Graduated cum laude
- Concentration in Globalization, Imperialism, and Psychology.

Certificate IV - TESOL August 2005
SEA English Academy

PROFESSIONAL REFERENCES

Tejendra Pherali
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