

# CURRICULUM VITAE

University of Idaho

**NAME:** Sara Kay Matthews

**DATE:** 07/01/2019

**RANK OR TITLE:** Instructor

**DEPARTMENT:** Margaret Richie School of Family and Consumer Sciences

**OFFICE LOCATION AND CAMPUS ZIP:**

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1031 N. Academic Way, Ste 145  
Coeur d'Alene, Idaho 83814

**DATE OF FIRST EMPLOYMENT AT UI:** 8/2001

**DATE OF TENURE:** untenured

**DATE OF PRESENT RANK OR TITLE:** 8/13/2017

## EDUCATION BEYOND HIGH SCHOOL:

### Degrees:

Master of Science Family and Consumer Sciences  
University of Idaho May 2004

Bachelor of Science Child, Family, and Consumers Sciences: Child Development/Family Relations  
University of Idaho August 2000

## EXPERIENCE:

### Teaching, Extension and Research Appointments:

#### Instructor

August 2017-Present

University of Idaho, Margaret Richie School of Family and Consumer Sciences  
Child, Family, and Consumer Studies/Early Childhood Development and Education  
Teaching 12-16 undergraduate credits each semester in Coeur d'Alene. Advising 20-30 students per semester.

#### Temporary Faculty/Lecturer

August 2010-August 2017

University of Idaho, Margaret Richie School of Family and Consumer Sciences  
Child, Family, and Consumer Studies/Early Childhood Development and Education  
Taught 3-16 undergraduate credits each semester in Coeur d'Alene. Advised 20-30 students per semester (2013-2017).

#### Classroom Teacher

November 2004 to May 2010

North Idaho College Children's Center  
Planned and implemented a developmentally appropriate emergent curriculum based on the Reggio Emilia philosophy. Worked with a co-lead teacher, assistants, practicum students, and volunteers. Maintained documentation for children's files. Collaborated with parents of various backgrounds, education levels, and financial status.

#### Interim Director

August 2009 to October 2009

North Idaho College Children's Center  
Directed and supervised a staff of 20 teachers and teacher assistants in and NAEYC Accredited childcare center and college lab school. Responsible for overall operations, hiring, staffing, billing and professional development of teacher. Maintained NAEYC standards and all health and safety standards.

**Infant/Toddler Component Coordinator**

August 2006 to May 2007

North Idaho College Children's Center

Provided leadership for the infant/toddler component of the Children's Center. Worked closely with the center director to implement staff development, communication, and relations. Assisted in curriculum and environment challenges in each classroom. Sat on the interview committees for new teaching positions and evaluating applicants' qualifications.

**Research Assistant**

May 2003 to July 2004

About Feeding Children Grant Project( P.I. Dr. Janice Fletcher and Dr. Laurel Branen)

University of Idaho

Co-authored the Building Mealtime Environment and Relationships Rating Scale, a tool to assess the quality of mealtimes in childcare settings. Assisted in research on the factors that influence childcare providers' feeding practices. Assisted in literature review, and data transcription, coding, reduction, and analysis.

**Teaching Assistant**

August 2001 to May 2003

University of Idaho

Supervised senior undergraduate students majoring in child development/family relations and early childhood development and education in preschool practicum courses. Met with individual students to complete coursework and evaluate materials. Supervised and assisted in evaluation of activities of undergraduate curriculum students and observation students.

**Lead Teacher**

August 2001 to May 2003

Child Development Laboratory

University of Idaho

Served as lead preschool teacher in a classroom of three, four, and five-year-old children. Coordinated and managed assessment, planning and implementing curriculum, and evaluation of activities for children in the Child Development Laboratory. Maintained a file for each child consisting of work samples, observations, assessments, and developmental summaries. Took responsibility for parent communication through home visits, phone calls, written communications, and parent conferences.

**Non-Academic Employment:****IdahoSTARS Mentor/Trainer**

2009-2010

Couer d'Alene, Idaho

Mentored early childhood professionals and provided IdahoSTARS- approved early childhood trainings.

**Lead Teacher**

June 2000 to July 2001

Bright Horizons Family Solutions

The Learning Garden, Issaquah, WA

Planned and implemented a developmentally appropriate program for two and three-year-old children. Worked with families of diverse backgrounds. Conducted parent conferences and wrote development summaries for each child. Worked with a co-lead teacher and supervised an assistant teacher.

**TEACHING ACCOMPLISHMENTS:**

**Areas of Specialization:** Child Development, Early Childhood Education, Feeding Young Children in Group Settings, Infant Feeding

**Courses Taught:**

FCS 333: Developmental Curriculum for Young Children (4 credits) 2010-present

FCS 340: Parent-Child Relationships in Family and Community (3 credits) 2011-present

- Hybrid and Face-to-Face sections

FCS 436: Theories of Child and Family Development (3 credits) 2010, 2012-present

- Hybrid and Face-to Face sections

FCS 404: Special Topic: Understanding Conscious Discipline (1 credit) 2018

FCS 497: Preschool Internship (9 credits) 2010, 2012-present

FCS 499: Directed Study: Child Development 2013, 2014, United Way Early Childhood 2019

**Students Advised:**

Undergraduate Students: Advised approximately 30 students per semester 2013-present  
 Graduate Students: 0

**Courses Developed:**

FCS 340: Parent-Child Relationships in Family and Community, Couer d'Alene section  
 FCS 404: ST Understanding Conscious Discipline

**Workshops, Seminars, Invited Lectures, etc.:**

- Sara Matthews, presenter- *Guiding Individuals and Groups at Mealtimes*  
 North Idaho Head Start In-staff training, Coeur d'Alene, ID July 2019
- Sara Matthews, presenter- *Strategies for Feeding Young Children in Group Settings*  
 Early Years Conference, Boise, ID October 2018
- Sara Matthews, invited presenter- *Feeding Young Children in Group Settings 101*  
 North Idaho Association for the Education of Young Children Annual Conference October 2016
- Sara Matthews, invited panel member- *Behavior Guidance Round Table*  
 Parent Education Night North Idaho College Children's Center Coeur d'Alene, ID April 2013
- Sara Matthews, invited presenter- *The Division of Responsibility*  
 Parent Education – North Idaho College Children's Center Coeur d'Alene, ID March 2013
- Sara Matthews, invited presenter- *The Six Principles of Feeding Young Children*  
 Staff In-Service North Idaho College Children's Center Coeur d'Alene, ID August 2011
- Sara Matthews, Jolie Wenglikowski, co-presenters - *What is Sensory Processing Disorder, Anyway?*  
 North Idaho Association for the Education of Young Children Annual Conference October 2010
- Sara Matthews, Jolie Wenglikowski, co-presenters - *What is Sensory Processing Disorder, Anyway?*  
 Staff In-Service North Idaho College Children's Center Coeur d'Alene, ID April 2010
- Sara Matthews, invited presenter: *Making the Most of Mealtimes*  
 Staff In-Service North Idaho College Children's Center Coeur d'Alene, ID August 2007
- Sara Matthews, Colleen Taylor, co-presenters: - *Using Natural Materials in the Classroom*  
 North Idaho Association for the Education of Young Children Annual Conference September 2006
- Sara Matthews, Colleen Taylor, co-presenters - *Using Natural Materials in the Classroom*  
 Staff In-Service North Idaho College Children's Center Coeur d'Alene, ID January 2006
- Sara Matthews, presenter- *The Six Principles of Feeding Young Children*  
 Staff In-Service North Idaho College Children's Center Coeur d'Alene, ID August 2005
- Sara Matthews, presenter: *The Transition to Kindergarten*  
 Parent Seminar University of Idaho Child Development Laboratory Moscow, ID April 2003
- Beth Price, Sara Matthews, co-presenters - *What is Preschool Emotional Development Anyway?!*  
 Staff In-Service University of Idaho Children's Center Moscow, ID March 2003
- Beth Price, Suzanne Planck, Sara Matthews, Co-Presenters - *Considering Emotions*  
 Washington Association for the Education of Young Children Conference Yakima, WA October 2002
- Sara Matthews, presenter- *The Transition to Kindergarten*  
 Parent Seminar University of Idaho Child Development Laboratory Moscow, ID April 2002
- Beth Price, Suzanne Planck, Sara Matthews, co-presenter: - *What is Preschool Emotional Development Anyway?!*  
 How Does Your Garden Grow? Child Care Providers Conference Pullman, WA April 2002

**Honors and Awards:**

CALS Outstanding Academic Advisor (Nominee), 2018-2019  
 Five-Year Service Award, North Idaho College, 2010  
 The Better Together Award, Bright Horizons Family Solutions, 2001

**SCHOLARSHIP ACCOMPLISHMENTS:**

Thesis Research August 2001 to May 2004  
 University of Idaho (Major Professor: Dr. Janice Fletcher committee: Dr. Laurel Branen, Dr. Julie Fodor)  
 Feeding Infants in Child Care Centers: Isolating the Characteristics of the Feeding Environment

About Feeding Children Grant Project (PIs: Dr. Janice Fletcher and Dr. Laurel Branen) July 2004  
 University of Idaho

Co-author, Building Mealtime Environment and Relationships Inventory, a tool to assess the quality of mealtimes in childcare settings. Assisted in research on the factors that influence childcare providers' feeding practices. Assisted in literature review, and data transcription, coding, reduction, and analysis.

**SERVICE:****University Committee Assignments:**

CALS Distance Education Committee	February 2018-Present
Early Childhood Assistant Professor Search Committee	2018-2019 academic year
Child Development Laboratory Director Search Committee (chair)	Summer 2018
Recruitment Committee (MRSFCS)	September 2017-present

**Other Committee Work:**

Infant Toddler Coordinating Council – Executive Council Member	Anticipating Governor Appointment Summer 2019
State Chair for Regional Early Childhood Committee	June 2019-present (three year term)
Regional Early Childhood Committee Region 1 – Co-Chair	June 2017-present
Professional Development Sub-committee Chair	June 2012-June 2017
NIC Children's Center Advisory Committee Sub-committee Chair	August 2012-May 2016
Early Care and Education Task Force Community Member	August 2018-present

**Professional and Scholarly Organizations**

National Association for the Education of Young Children, member, 2005-present  
 Idaho Association for the Education of Young Children, member, 2005-present  
 Gamma Sigma Delta Honor Society – member 2003  
 Alpha Phi Fraternity, Alumni Member

**Community Service:**

Boy Scouts of America Cub Scout Den Leader	August 2014-2018
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**Honors and Awards:**

<i>Tiger Cub Den Leader of the Year</i> Boy Scouts of America, Old Missions District	2015
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**PROFESSIONAL DEVELOPMENT: (workshops and seminars attended)****Teaching:**

Early Years Conference Boise, ID	10/24-25/2018
Creating Nature-based Classrooms: Breaking the Aesthetic Code for Early Childhood Environments (webinar)	10/10/2018
Wonder-Filled Early Childhood Environments: Engaging All Children in Learning (webinar)	09/26/2018
Heart-Centered Leadership for Inspired Nature-Rich Early Childhood Programs (webinar)	05/02/2018
Darkness to Light Facilitator Training	04/21/2018
Transforming the Teaching & Learning Environment Virtual Conference	02/12/2018
Developmental Milestones: Bridging Early Childhood Programs with Developmental Screening to Support Success	05/20/2017
Understanding Conscious Discipline	05/05-06/2017
NIAEYC 2016 Conference: Promoting Quality Early Learning Environments	10/22/2016
Reduce Risk, Build Resiliency Conference – CDA, ID	04/23/2016
NIAEYC 2015 Conference: Celebrating Our Youngest Learners	10/17/2015
Connecting Child Development and Technology (webinar)	09/16/2015
Screen Use for Children Under 3: Research-based Guidelines (webinar)	05/13/2015
Promoting Executive Function Life Skills in Early Childhood (webinar)	04/22/2015

Using Assessment to Make Meaningful Decisions about Teaching (webinar)	03/04/2015
The Philosophical Baby: What Children's Minds Tell Us About Truth, Love and the Meaning of Life (webinar)	09/17/2014
Stewards of Children	10/21/2013
Dental Health in Child Care	06/19/2013
Modern ECE Professional Learning Communities (webinar)	02/01/2012
Tours of Centers	04/20/2013
Safe Sleep for Infants	03/07/2013
Effective, Appropriate, and Intentional Use of Tech. Tools in ECE	02/20/2013
Music & Movement 03/05/2010	
Sensory Processing Disorder	12/09/2009
Nurtured Heart Approach	11/12/2009
Fall 2009 NIAEYC Conference-Children Color Our Future	10/17/2009
Six Keys: Strategies for Promoting Children's Mental Health	10/13/2009
A World of Children Conference	10/11/2008
Starting Small - Teaching Tolerance in Pre-School and the Early Grades	09/19/2008
Steps to Success	08/13/2008
Literacy in the Early Childhood Classroom	10/30/2007
Playground Safety Workshop	09/20/2007
ASQ: Screening Tool	08/08/2007
Enhancing Diversity in Early Childhood Classrooms	08/07/2007
Many Voices: Reggio Inspired Network	03/17/2007
NIAEYC Fall 2005 Conference	10/22/2005
<b>Administration/Management:</b>	
Search Committee Training- University of Idaho	01/7/2019
Search Committee Training- University of Idaho	07/19/2018
Refining the Skills of the Early Childhood Mentor/Coach	03/31/2010
North Idaho College Management Institute	Spring 2009
Excellence, Under Pressure!	09/14/2009
The Art of Leadership - North Idaho College Workforce Development Center	12/16/2008
Team Building and Team Development- NIC Workforce Development Center	12/09/2008
The Power of Leadership - NIC Workforce Development Center	11/20/2008
Basic Leadership Skills - NIC Workforce Development Center	11/18/2008
DISC Personal Profiles: Learning about Ourselves and Others to Build a Cooperative Workplace	08/15/2007
Civil Rights Training	05/11/2007