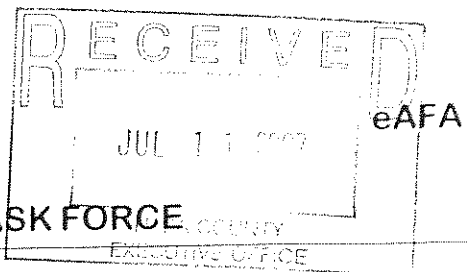




County Executive Office
1195 Third Street, Room 310
Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176



APPLICATION FOR APPOINTMENT TO BOARD, COMMISSION, COMMITTEE OR TASK FORCE

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

First 5 Napa County

*Category of membership for which you are applying:
(This information can be found on the news release announcing the opening.
You may apply for more than one category if more than one position is open.)

Community

*Supervisorial District in which you reside:

3

*Full Name

Andrea Jean Knowlton

Date

7/11/2007

*Current Occupation (within the last twelve (12) months):

Director of Early Childhood Services, Napa County Office of Education

Current License (Professional or Occupational); Date of issue and/or expiration including status:

Administrative Credential, October 2008
Multiple Subjects Teacher Credential, October 2008
Special Education Teaching Credential, October, 2008

Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

Masters In Education Leadership
BA in Liberal Arts
I have been in the field of Early Childhood special Education for the past 24 years. Please refer to my resume.

Community participation (nature of activity and community location):

Soroptimists
Board of the Napa Valley Center for Spiritual Living

Other County Board/Commission/Committee on which you serve/have served:

Napa County Childcare Planning Council

Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

First 5 Napa County

Names, addresses and phone numbers of three (3) individuals familiar with your background:

*Name

Jackie Dollar Harrison

*Address

*City

*State *Zip Code

*Telephone

*Name

Doris Pick

*Address

*City

*State *Zip Code

*Telephone

*Name

Tony Apolloni

*Address

*City

*State *Zip Code

*Telephone

Name and occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):

*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I am interested and feel qualified to provide resources support and information to commission actions in the field of Early Childhood.

Application for Appointment to: *(Name of Board, Commission, Committee or Task Force)*

First 5 Napa County

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

All applications will be kept on file for one year from the date of application

PERSONAL INFORMATION

The following information is provided in confidence to the extent that it will not be posted on the Internet, but may be used by the Board of Supervisors when making the appointment, or be used by the committee/commission/board/task force following appointment for purposes of communicating with the appointee.

Full Name

Andrea Jean Knowlton

*e-mail Address

*Home Address

*Work Address

*City

State

*Zip Code

*City

State

Zip Code

*Telephone

Telephone

Please Read!



Andrea Jean Knowlton

EDUCATION/CREDENTIALS

1979- B.A. St. Mary's College – Diversified Liberal Arts

1993- M.A. St. Mary's College – Education Leadership

1983- Multiple Subjects, San Francisco State University

1983- Special Education, San Francisco State University

PROFESSIONAL EXPERIENCE

2001- Present: Director Early Childhood Services
Napa County Office of Education, Napa CA

Provide overall supervision of all early childhood services. Supervises and evaluates personnel. Supervise the implementation of individualized family services and educational programs. Serve as liaison with community agencies regarding the coordination of services for pupils. Develops and monitors program budget. Participate at the State level regarding policy and advocacy. Administer and organized early childhood services for the County Office which include long-range planning; input on budget development and oversight; ensuring State and Federal compliance; development of service options and appropriate curriculum; evaluation, and supervisor of classified and certificated staff; and coordination with individual school districts.

1993 – 2001: Administrator – Napa Infant Preschool Program,
Napa County Office of Education, Napa CA

Plan, develop and coordinate family guided programs for Infants and Preschoolers. Supervise fifty staff members. Represent program on various interagency committees. Plan and facilitate ongoing system change.

1991 – 1993: Infant Specialist – Santa Clara County Office of
Education, Palo Alto CA

Developed and implemented a family focused program for children birth to thirty-six months.

1988 – 1991: Coordinator – Personnel Development for Infant
Preschool Programs, Sacramento CA

Planned, developed, and coordinated training and resource assistance to personnel serving infant and preschoolers with special needs and their families throughout California. Made presentation at National, State and local conferences. Provided consultation and technical assistance to programs on issues related to “system change”. Represented the program at community and State agency policy and planning meetings.

1984 – 1988: Infant Specialist – San Francisco Special Infant
Services, San Francisco CA

Organized and participated in assessment and implementation of family service plan for children birth to three years of age. Served as a team leader for toddler program. Organized and supervised classroom and program evaluations. Assisted in developing and coordinating family/child transition into preschool programs. Provided technical assistance for transition manual. Significant experience with families of various cultures.

1983 – 1984: Preschool Teacher – Richmond Unified School
District, Richmond CA

Assessed, planned, and implemented play based preschool curriculum. Initiated and developed school-wide integration plan. Successfully mainstreamed students into kindergarten and after school programs. Initiated and coordinated transdisciplinary service delivery within the classroom. Facilitated a parent support group. Helped develop district wide community based curriculum.

MAJOR PRESENTATIONS

2000- Present: National Trainer- “Special Quest”, Early
Head Start

1997- “Training Modules for Early Intervention Assistants”,
Infant Development Association, Los Angeles CA

“Creating Inclusive Environments for Preschoolers”,
CAL TASH, Oakland CA

- 1990- "Early Childhood Transitions". California State Department of Education, Division of Special Education
- 1987- "Early Childhood Transitions: Providing Comprehensive Support to Families" National Early Childhood Conference on Children with Special Needs, Denver CO
- "Early Intervention Strategies to Enhance Parent-Child Relationships" CAL TASH, Orange County
- 1985- "San Francisco Infant Program...A Transdisciplinary Program". CAL TASH, Fresno, CA

PUBLICATIONS

- 1988- "A Collaborative Model for Providing Support to Parents During Their Child's Transition from Infant Intervention to Preschool special Education Public School Programs", Journal of the Division of Early Childhood, Knowlton, A.J. and Hanline, M.F.
- 1990- "Transitions in Early Childhood Special Education" Preschool Special Education Program Handbook, Brekken, L. and Knowlton, A.J.
- "Transition: Issues and Resources" California Early Intervention Technical Assistance Network, Brekken, L. and Knowlton, A.J.

ADVISORY POSITIONS

1998-Present
Member-Napa County Childcare Planning Council

1995 – Present:
Consultant, SEEDS Network,
California State Department of Education

1989 – 1993: Advisory Board Member

California Deaf-Blind Services, State Department of Education

1985 – 1988: Advisory Board Member

Supported Transitions to Integrated Preschool,
San Francisco CA

PROFESSIONAL ASSOCIATION

Infant Development Association
California First Chance Consortium
National Association for the Education of Young Children