

Catherine Lehner

38 Marmora Road, Parsippany NJ 07054
(H) 973.585.6975 (C) 910.286.5987

OBJECTIVE: To obtain a school counselor position in an educational environment where I can apply a passion for providing students with the best path for their educational endeavors.

SUMMARY: Experienced school counselor trained in guidance curriculum, counseling, individual student planning, preventative and responsive services and student appraisal. Collaborates effectively with parents, educators, and community resources in order to best assist the needs of the students. I am committed to the highest ethical standards in the counseling profession.

CERTIFICATION: New Jersey School Counseling Certificate

EDUCATION:

Post Masters in School Counseling Caldwell University, Caldwell, NJ (2015)

Degree: M.A. Counseling Webster University, St Louis MO (2004)

Degree: B.A. Psychology University of New Hampshire, Durham, NH (1999)

PROFESSIONAL EXPERIENCE:

Hanover Township School District: Elementary School Counselor Leave Replacement

Mountview Road Elementary School, Morris Plains, NJ (2016-2017)

Ridgefield Park School District: School Counseling Intern

Roosevelt Elementary School, Ridgefield Park, NJ (2014-2015)

Pinellas County School System: School Counselor 8th Grade

Pinellas Park Middle School, Pinellas Park, FL (2006-2007)

Cumberland County School System: School counselor 9th grade

Seventy-First High School, Fayetteville, NC (2004-2006)

United States Army: Psychological Operations Sergeant, Fort Bragg, NC (2000-2004)

- Provide individual, group, family and classroom counseling to students of diverse backgrounds.
- Collaborate with parents, teachers, student services team, administration, and community resources regarding strategies to best meet the needs of students.
- Serve as 504 Coordinator, School Safety Team Leader, Anti-Bullying Specialist and I&RS team member.
- Facilitate small groups for students covering a variety of topics utilizing a brief, structured approach.
- Created a comprehensive character education guidance program taught weekly to foster a positive school climate.
- Developed and implemented a comprehensive guidance program (Freshman Academy) specifically designed to aid in the successful transition of over 600 freshman students.
- Coordinated a Freshman Orientation Tour for over 600 8th graders.
- Developed an intervention program for identifying and intervening with students at risk of dropping out.
- Interpret test data/grades to determine student abilities, achievement and appropriate class placement.
- Familiar with all New Jersey HIB procedures and policies.
- Familiar with master scheduling and have excellent computer skills.

Certification View

Tracking Number: 598186 **Birth Date:** 31 JUL
SSN: **Email:** Z23CATH@YAHOO.COM
Name: Lehner, Catherine **Phone Number:** 973-585-6975 / 910-286-5987

List of all the Certificate(s) issued by NJ Dept. Of Education as of Wed 02/24/2016 at 06:44:54 PM EST

Seq #	Certificate Type	Endorsement	County code	District code
	Basis code	Month/Year Issued (MM/YYYY)	Month/Year Expiration (MM/YYYY)	Certificate ID
1	Provisional 3 - Reciprocal agreements with another state.	2702 - School Counselor 04/2009	00 - BY APPLICANT 07/2010	0000 - Unknown 726063
2	Standard 1 - Transcript evaluation	2702 - School Counselor 01/2016	00 - BY APPLICANT	0000 - Unknown 1016925

* For additional information about certification, please contact the Office of Certification and Induction at:

New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500
or
call us: (609) 292-2070
or
Email us: Licensing_Requests@doe.state.nj.us

Hanover Township Public Schools

Mountview Road Elementary School
30 Mountview Road
Morris Plains, New Jersey 07950

Ms. Carmen Bellino
Principal

Telephone 973-637-1550
Fax 973-539-0628

October 30, 2016

To Whom It May Concern,

Ms. Catherine Lehner is currently a leave replacement, elementary guidance counselor at our K-5 school. I've known Ms. Lehner for the past six months, when I first interviewed her. In this short period of time she has made a positive impact. When I interviewed Ms. Lehner I was impressed by her experience, positive attitude and professionalism and these impressions have solidified during our time working together.

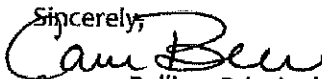
Ms. Lehner has a unique background, serving in the US Army and working with students at a variety of age levels. Although the bulk of her experience had not been with elementary students, she's stepped in and is working very nicely with this age level. She designs lessons appropriate to different ages. When school began she entered each of our Kindergarten, first and second grade classes to introduce herself, doing so with an engaging "First Aid Kit" lesson. This was an appropriate way to help the students understand her role in the school. Recently, at the request of our Intervention and Referral Services group, Ms. Lehner teamed with our physical education teacher to conduct personal space lessons for our Kindergarten students. Again, the lesson was appropriately an interactively delivered.

Ms. Lehner is very positive. She cares about the students and has been working hard to get to know them and their needs. She meets individually with students, has conducted groups, and has instructed lessons. She has a very calm demeanor which immediately puts the students at ease and makes them comfortable. Likewise, she is a strong communicator who is proactive in reaching out to parents and communicating with them. I have observed her in conferences with parents and she's handled these interactions well.

Ms. Lehner is very professional. She wants to be successful and works hard to do so. I appreciate how she comes to me with questions, after researching information; she is aware and cares to know how things work. Likewise, she comes to me with solutions, sharing problems and ideas to remedy them. She is well received by the staff and makes herself available to assist them.

Ms. Lehner's duties involve serving as our Anti Bullying Specialist. In this role she heads our School Safety Team. We had a meeting in September, when things were still very new for her, but she handled the meeting very well, designing a comprehensive agenda and communicating successfully with the team's members. Likewise, in this role she is charged with maintaining a positive school climate. She is doing this through her management of a variety of community building activities, including Week of Respect activities as well as Red Ribbon activities and the kick-off of our Character Education program.

In a short time Ms. Lehner has proven an asset to our school community. Her pleasant, hard-working nature makes her nice to have around. When I give her something to do, I can rest assured that it will get done well. I highly recommend her; I'm sure she'll be an equally excellent addition to your school community. Feel free to reach out with any questions.

Sincerely,

Carmen Bellino, Principal

"A Community That Inspires Excellence"

Roosevelt School

508 Teaneck Rd.

Ridgefield Park NJ 07760

February 24, 2016

To Whom It May Concern:

Catherine Lehner was a School Counseling Intern at Roosevelt Elementary School in Ridgefield Park, NJ, during the Fall, 2015 semester.

Ms. Lehner was an asset to the Elementary Counseling Program at our school. She acclimated quickly to the busy guidance schedule and was eager to participate and become a part of every aspect of our program.

Her duties were varied and numerous. Ms. Lehner went to each classroom once per month (2nd-6th grade) for large group guidance lessons. Ms. Lehner created the lessons herself and spent a lot of time perfecting and critiquing her classroom management and style.

Ms. Lehner is a natural at individual counseling and developed a warm rapport with her counseling students. Her empathetic nature and calming personality proved to be extremely helpful.

Small group counseling is an important part of our elementary program and Ms. Lehner took part in preparing and running numerous groups. She participated in a Study Skills group for 5th grade students, a 2nd Grade Friendship Group, and a group entitled Banana Splits (for students whose parents are divorced or separated.) These groups were run in a professional manner and the students all looked forward to attending. Ms. Lehner's attention to detail in preparing for these groups was reflected in the positive feedback she received from her students as well as the teachers.

Ms. Lehner cultivated a professional relationship with the staff and developed a behavior plan for a third grade student who was struggling with impulse control. She attended our faculty meetings and also participated in Child Study Team Meetings, where her feedback about one of her students was greatly appreciated.

Ms. Lehner also participated in the 504 and I&RS committees at our school and attended weekly meetings. She was confident and concise when speaking to parents.

Reflecting on her performance and ways she could improve as a counselor was an important part of our weekly meetings together. Ms. Lehner was always questioning and looking for ways to improve and grow in her varied roles throughout our school. Her maturity, previous life and work experience will definitely help her excel in this profession.

Ms. Lehner will be an asset to any school counseling program. Please contact me if you need any more information.

Thank you,

Maxine Lawrence

School Counselor

201-440-0808

New Century International Middle School
7455 Century Circle
Fayetteville, North Carolina 28304
Phone: (910) 487-2001 Fax: (910) 487-2009

Mrs. Tonya Page, Principal

Mrs. Antigone Peek, Assistant Principal

Letter of Recommendation for Catherine Blake Lehner

To Whom It May Concern:

This letter serves as a recommendation for Catherine Blake Lehner. I have been a licensed school counselor in North Carolina for 17 years. I also have my license to practice as an LPC-Associate in NC. I was the Director of Counseling Services at Seventy-First High School in Fayetteville, NC at the time that Catherine was hired at SFHS in 2004. I was Ms. Lehner's immediate supervisor from December 2004 – June 2006.

Catherine was an outstanding school counselor! She was anxious to learn, picked up on things very quickly, and often took initiative to get things done. She was put in charge of the Freshmen Academy and handled that responsibility very well. She was actively involved with the students and effectively helped them transition to high school. She provided them with valuable information and worked closely with those at risk of dropping out or who struggled academically.

Students felt comfortable talking with Ms. Lehner and kept her very busy. She would always make time for students. She was a valuable counseling team member who brought fresh and new ideas to our department and worked well with all staff. I have every confidence that Catherine will successfully complete any requirements necessary to practice as a school counselor again. I give her my highest endorsement.

Please call or email me if you have any questions or concerns.

Sincerely,

Laura N. Moore
Professional School Counselor
lmoore@ccs.k12.nc.us
910 487-2001