

# brynn dizack

Dedicated educator and youth advocate with over 13 years of experience working with kids and families. Skilled in creating original, creative curriculum focused on socioemotional growth for mixed age groups. Experience in administrative management of educational nonprofits, including classroom management, effective staff oversight, leveraging digital organizational systems, creating collaborative solutions, and family/community engagement.

eleven hillview avenue  
roslindale, MA, 02131  
(617) 955-7595  
[b.dizack@gmail.com](mailto:b.dizack@gmail.com)  
[gobryngo.com](http://gobryngo.com)

## EXPERIENCE

### Lincoln Extended Day

William H. Lincoln K-8 School, Brookline MA  
*Programs Coordinator*

AUG 2014 - PRESENT

- ❖ Acts as a conduit to the Director; responsible for day-to-day oversight and management of 15+ staff members in three different age divisions, including yearly evaluations and feedback. Empowers staff to feel confident making split-second, autonomous decisions regarding child safety, engagement, and program efficiency.
- ❖ Responsible for daily interaction with and between staff and families, school faculty, and all members of the Lincoln School community. Responsible for vast majority of communication between families and program during (and outside of) program hours of operation, via timely email response to families.
- ❖ Responsible for interviewing and hiring substitute teachers, as well as maintaining a digital list of current subs and making it accessible to all staff.
- ❖ Serves as an additional teacher in any age division when subs are unavailable or based on pressing behavior management needs. This can include, at the Lead Teacher's request, separating a child from the group, working on strategies for re-entry, or taking over leadership of the classroom so that the Lead Teacher can leave to follow up with the child. As needed, conferences with LED staff to brainstorm behavior success plans and management strategies for (and in collaboration with) specific children who are struggling.
- ❖ Initiated and successfully implemented the reconstruction of many outdated internal systems in order to keenly improve efficiency of day-to-day operations, including (but not limited to) attendance-keeping and waitlist management, as well as external systems, such as online portals for families to independently and remotely register their children for special events and activities. Designed and implemented a system for working with staff and director to obtain project supplies and organizing systems for maintaining the existing inventory.
- ❖ Designed and built the [Lincoln Extended Day](#) website. Wrote all contributing content in order to provide a public face and brand to our organization. Created an online waitlist management system including an interactive user portal for the general public, improving transparency between the organization and the community and improving the speed, organization, and efficiency of data collection and communication regarding the waitlist. Responsible for maintaining website and keeping all



## CORE COMPETENCIES

Independently motivated

Skilled collaborator with team-teaching experience

Creative, empathic problem solver; able to consider multiple factors at once and anticipate issues

Keen organizational skills, memory, and attention to detail

Skilled at building and integrating system-specific solutions, both in-classroom and administratively

Confident working with youth both 1-on-1 and in small or large groups

Precise and articulate communicator

calendars and other sensitive information up-to-date and accessible. Set up staff-specific .org email addresses for more professional communication between staff and families.

- ❖ Initiated, oversaw, and contributed to the writing of the Lincoln Extended Day Parent and Family Handbook, in conjunction with the Director and Lead Teachers. This document, which did not exist before 2014, is now distributed to all families enrolled in the program. It outlines our mission, as well as all policies, procedures, behavior management strategies, daily schedules, fee structures, and mandates required by EEC and the state of Massachusetts.
- ❖ Implemented the complete digitization of all (previously longhand) documents, permissions, forms, ledgers, handbook, and communications related to the program and all its functions. These digital files are available on a public server for all appropriate staff to access and use at any time.
- ❖ Wrote and presented a Technology Acquisition Plan to the Parent Board in 2013. As a result, four iPads were purchased for program use. These tablets have become an integral part of day-to-day operations, both as educational support tools and as highly efficient communication devices between divisions and the Program Coordinator.
- ❖ Created a lessons schedule for all Extended Day students who are also enrolled in third party music lessons during Extended Day hours (up to 12+ separate lessons daily between 2-6PM). Responsible for maintaining this schedule and escorting all children in grades K-4 to and from lessons on a daily basis.

## Lincoln Extended Day

William H. Lincoln K-8 School, Brookline MA

*Lead Teacher*

AUG 2004 - JUL 2014

- ❖ Responsible for creating and implementing unique classroom culture and self-reflective behavior management systems that center on empathy, advocacy, civic engagement, and empowerment, as well as individual and group accountability.
- ❖ Worked daily in a team-teaching environment, both leading curriculum and supervising three additional staff in a classroom with 30-40 children (mostly ages 8-11, but occasionally also responsible for the younger division, K-2). Co-leadership experience with another Lead Teacher; assumed full, year-long leadership roles during two maternity leaves Responsible for observing staff and giving written and verbal evaluations and feedback, twice yearly.
- ❖ Responsible for planning weekly curriculum; researching, pre-planning, and gathering materials for daily activities or 'projects' to keep kids engaged for up to three hours at a time. Confident overseeing both large and small groups of students, during both structured and unstructured time.
- ❖ Built original, creativity-forward programming over the course of many years: everything from guerilla-style community-based art projects to theatrical productions, mural-painting, comics drawing, improv games and mock trials, cooking, gardening, canning, cinematography and video editing in iMovie, outdoor/indoor active and cooperative-style games, etc.



### WEB DESIGN

<http://www.nhteeninstitute.com>

<http://www.lincolnextendedday.org>

<http://gobryngo.com>



### ADDITIONAL SKILLS

CPR Certified 2017

First Aid Certified 2017

- 
- ❖ Responsible for any and all direct interactions with parents and families (often as a result of conflict or behavioral issues in the classroom).
  - ❖ Responsible for observing children regularly enrolled in the program and writing short progress reports, once yearly.
  - ❖ Attending weekly staff meetings with the program director, other program teachers, and younger division teachers. These meetings create a forum for teachers to help each other understand their students and to discuss the failure/success of certain activities and adjust programming accordingly.
  - ❖ In 2012, proposed and was awarded a grant to purchase 10 ukuleles for the classroom to begin a 'ukulele club', in order to teach the basics of the instrument in a small group setting and foster community learning and self-esteem through musical accomplishment.

## **New Hampshire Teen Institute, Manchester, NH** *Volunteer; Summer Program Facilitator*

MAY 2014 - PRESENT

- ❖ Staffs various leadership and substance abuse prevention programs throughout New Hampshire, ranging from one day to eight days. Responsible for individual and small-group mentorship of youth, managing program culture, and leading workshops both independently and in conjunction with other staff.
- ❖ Works closely with middle/high school aged participants around a variety of topics and themes relating to leadership and self-efficacy. Works cohesively with a diverse staff. Trained to operate with confidentiality when dealing with sensitive issues surrounding youth disclosures, and trained in reporting abuse through dedicated channels to proper officials.
- ❖ Designed and built the [New Hampshire Teen Institute](#) website. Collaboratively wrote site content in order to provide an appealing public face and tone for NHTI in order to promote interest between the organization and the young people it serves.
- ❖ Volunteered over 600 hours since May of 2014, assisting in registration, outreach, web design, training, and facilitation.

## **EDUCATION**

### **Art Institute of Boston @ Lesley University, Cambridge, MA**

#### *Masters of Fine Arts, Sculpture/Installation*

2006 - 2008

#### *Bachelors of Fine Arts, General/Mixed Media*

2002 - 2006