

Linda Soltero

<https://lindasoltero802.wixsite.com/linda-soltero>

A performance-driven, goal-oriented, and dedicated leader with over 20 years of exemplary experience in leadership, education, instructional design, project management, and facilitation across diverse cultural and educational contexts. Known for delivering high-impact learning programs that drive desirable market outcomes through insightful content analysis and strategic design. Proficient in assessing learning needs and building strong relationships with stakeholders, leveraging strong communication and interpersonal skills to ensure alignment with organizational objectives

CORE SKILLS

- DEI
- Rapid & Adaptive
- K-12 Curriculum Designer
- Solutions-Oriented Professional
- Skilled Collaborator
- Curriculum Design
- Leadership Skills
- Skilled Facilitator
- SEL Expert
- Project Management

PROFESSIONAL WORK HISTORY

EDUCATIONAL & TRAINING ADMINISTRATOR

The Educational & Training Administrator is an integral part of the professional development education and training system for public child welfare employees, foster and relative caregivers, and their community partners. The ETA is responsible for consulting with and advising regional and statewide Department of Children, Youth and Families (DCYF) administrators and university faculty and staff on the education and training strengths and needs related to prospective and current licensed foster homes and caregivers; developing statewide processes to support Backwards Design and Learning Objectives-based education and training; developing marketing and communication strategies to inform and support the training. The ETA supervises Alliance staff in various statewide locations.

University of Washington, The Alliance

Key Accomplishments:

- Work within Backwards Design and Learning Objectives-based education and training system as the framework for identifying and implementing learning opportunities for licensed and relative caregivers;
- Coordinate and over see education, training and coaching activities statewide for caregivers;
- Assure Learning Objectives are delivered through use of common curriculum;
- Prepare teaching materials and adapt instructional materials from accepted professional and educational sources;
- Plan, develop, implement and coordinate in regional and statewide education, training, or coaching teams.
- Study and review state of the art informational materials concerning best practices, new learning methods and techniques;
- Assist in the development of annual statewide plans;
- Assist in developing and providing feedback on curricula, including various versions and forms of delivery;
- Facilitate education, training, or coaching logistics when needed;
- Participate and collect evaluation and outcome data;
- Utilize data analysis to increase effectiveness of training delivery process;
- Verify the accuracy of monthly and quarterly reports and maintaining training records, including attendance records and evaluations of all foster parents and other caregiver training;
- Participate and complete coach/instructor professional development program;
- Conducting needs assessment through participation at statewide 1624 meetings and recruitment and retention meetings, through communication with Licensing Division administrators, DCYF staff, Foster parent liaison, caregivers and community partners;
- Communicating with foster parents, other caregivers, foster parent organizations and private agencies regarding training needs in the community;
- Formulate, direct and coordinate marketing activities and policies to promote trainings and services, working with advertising and promotion managers.

- Collaborate with contracted Recruitment and Retention Agencies (CaRES program) regarding caregiver training needs;
- Create marketing and distribution strategies to effectively and efficiently deliver trainings that meet caregiver needs and maximize training outputs;

FACILITATION & DEVELOPMENT SPECIALIST

Implement, monitor, and plan technology-based learning systems. Evaluate current learning resources in collaboration with national, tribal, caregiving, and community experts, as well as create new content and supporting materials. Participate in ongoing assessments, analyses, and findings of instructional content to ensure that resources and content are reliable, effective, and address the training needs of the audience and external stakeholders.

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 - Formulate, direct and coordinate marketing activities and policies to promote trainings and services, working with advertising and promotion managers.
 - Collaborate with contracted Recruitment and Retention Agencies (CaRES program) regarding caregiver training needs;
 - Create marketing and distribution strategies to effectively and efficiently deliver trainings that meet caregiver needs and maximize training outputs;
 - Successfully consulted and worked with the Licensing Division and other Department of Children, Youth, and Families (DCYF) personnel on the establishment and execution of short and long-term training programs for foster parents and unlicensed caregivers.
- Developed and taught content on topics such as child growth, trauma, grief, and loss, the Washington State Administrative Code, the foster care system, resources, and equipment, and so on.
 - Delivered private instruction to learners and applied effective learning methodologies and techniques in developing curriculum and training resources using measurable objectives and innovation evaluative measures.
 - Directly collaborated with other Alliance staff, contractors, and neighborhood collaborators to develop successful curriculum delivery and facilitation.
 - Develop and teach faculty, staff, and associate training and other activities on the effective use of web-based resources and tools and multimedia technologies to implement in online delivery.

SENIOR INSTRUCTIONAL DESIGNER II

Senior Instructional Designer II, expert in instructional design to support the design and development of a new digital SEL professional learning curriculum for adult learners. Work with subject matter experts to create learning experiences that engage adult learners and promote their social and emotional development. Working closely with other instructional designers to align instruction across products and meet requirements for quality. Senior Instructional Designer is responsible for managing, coaching,

and mentoring a growing team of talented instructional designers. Apply a diversity, equity, and inclusion (DEI) lens to all aspects of their work and their extensive experience working with educators, subject matter experts and curriculum developers will elevate the quality and impact of the curriculum that the team is responsible for developing.

Committee for Children, Second Step Digital Program

Key Accomplishments:

- Evaluate performance of staff by establishing objectives and measurements and providing constructive feedback on a regular basis
- Collaborate with researchers and subject matter experts to conceptualize and develop digital Social Emotional Learning curriculum
- Lead a team in backward planning using Understanding by Design or similar planning method to identify the knowledge, skills, and understandings to meet the program goals
- Design learning experiences that are relevant and engaging for adult learners
- Review curriculum components during all phases of production to ensure that requirements are met and are consistent with the rest of the program
- Collaborate with visual designers, media production team, and others to design assets such as micro-learning, implementation supports, classroom activities and multimedia elements, including video, illustration, and still images
- Analyze and synthesize feedback from a variety of sources to develop action plans for improvement
- Created a curriculum for The Alliance's Child Welfare training initiative and presented and delivered adult literacy theories-focused training.
- Creates or converts existing instructor-led curriculum into an online learning format.

TRAINER AND CONSULTANT, INSTRUCTIONAL DESIGN

Served as a Subject Matter Expert for instructional design, taught early childhood education and conducted employee training. Developed workforce training programs to improve organizational efficiency and efficiently managed budget and accounting.

Kitsap Early Learning Training and Consulting

Key Accomplishments:

- Consulted, supported, and developed curriculum preparation programs for companies.
- Worked closely with families and local schools as a child advocate.
- Developed educational programs for parents, students, and management teams on a variety of topics.

RATING READINESS CONSULTANT

Worked together with teachers to create online materials, content, and resources to help with teaching around the world. Consistently distributed high-quality educational documentation, manuals, and resources to various classes as prescribed by the Early Achievers Quality Standards.

Child Care Resource, Non-Profit, Seattle, WA

Key Accomplishments:

- Used third-party program evaluation data to determine program achievements and areas for change prior to and after ranking.
- Established service enhancement strategies with the help of the directors, teachers, and family-child care providers.

INSTRUCTIONAL DESIGNER, TRAINER, AND COACH

Fulfilled role as State Approved Specialist Trainer and Quality Specialist supporting ECE programs through accreditation.

Bloom Early Childhood Education Training & Consulting, Edmonds, WA

Key Accomplishment:

- Developed detailed training for the ECE sector, designed online classes and led global webinars.
- Creates or converts existing instructor-led curriculum into an online learning format.

REGIONAL TRAINER AND INSTRUCTIONAL DESIGNER

In charge of educating and recruiting replacement teachers for the district. Supervised the planning, billing, and staffing of approximately 50 substitute teachers.

Knowledge Universe

Key Accomplishments:

- Developed training in a number of topics, including new hire orientation, NAEYC Accreditation, Company Policy and Procedure.
- Created and utilized Standard Operating Procedures (SOPs) for the substitute teacher network.

EDUCATION

MASTERS OF EDUCATION IN INSTRUCTIONAL DESIGN
Western Governors University
BACHELOR OF SCIENCE IN EARLY CHILDHOOD LEADERSHIP
Rasmussen College
ASSOCIATES OF SCIENCE IN EARLY CHILDHOOD EDUCATION
Rasmussen College
CHILD DEVELOPMENT ASSOCIATES CREDENTIAL
Rasmussen College

SOFTWARE & DIGITAL TOOLS

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| <ul style="list-style-type: none">• Articulate 360• SCORM• Smartsheet• Calendly• RISE• SharePoint• Adobe Photo Shop | <ul style="list-style-type: none">• Miro• Asana• Microsoft Teams• Slack• Office 365 |
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