

**LIVIA CASCAO**

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**EDUCATION**

• **West Virginia University – Morgantown, West Virginia**

M.A. Education, Specialization: Curriculum and Instruction, 2013  
Concentration: Spanish

M.A. World Languages, Literature, & Linguistics, 2012  
Specialization: TESOL

B.A. Exercise Physiology, 2008  
Concentration: Aquatic Therapy  
Minor: Spanish

**WORK EXPERIENCE**

**West Virginia University Intensive English Program – Morgantown, WV**

ESL Instructor (2011 – Dec. 2014, Aug. 2016 - present)

- Planning and implementing integrated-skills lesson plans based on a communicative teaching approach in the university's English preparatory program.
- Designing and administering course assessments.
- Creating extracurricular activities that stimulates critical thinking and projects cultural orientation
- Administering and grading placement tests.
- Proctoring and grading TOEFL language tests.
- Designing and teaching curricula for Study Skills, Pronunciation, Handwriting and Spelling, and Content-Based (CBI) courses on American Culture.
- Leading and developing the IEP orientation for new international students.
- Helping with administrative duties such as classroom scheduling, FERPA forms, student's duties and responsibility forms, and course scheduling.

Pathways Program Co-developer (August 2019 – present)

- Research textbooks for all English language development courses
  - Variations of English

- English for Environmental Science
- STEM
- WV Studies
- Developing curricula for language development class (Environmental Science)
  - Development of SLOs
  - Teaching goals
  - Textbooks Selections
  - Syllabus Development

#### Special Program Coordinator (August 2019 – present)

- Serving as central point of contact between special program students, special programs coordinators, IEP instructors, and other WVU departments on day-by-day administrative and academic matters.
- Providing support to current special program students.
- Assisting special programs students with specific problems and concerns.

#### Part-time Instructor Productivity Report Adviser (August 2016 – present)

- Creating systematic, fair, relevant part-time evaluation forms that reflect the program's goals and the instructors' job description.
- Describing performance criteria and procedures for evaluation.
- Collecting and analyze evaluation forms and supporting documents.
- Reviewing items submitted in an equitable manner.
- Conveying evaluation results and provide oral and written feedback.
- Creating and distributing evaluation forms' feedback survey.
- Collecting and analyzing survey results to make necessary changes to evaluation forms.
- Reviewing and updating evaluation forms and collections method on a regular basis.
- Reporting documentation to the Committee of English Accreditation.

#### Placement Assessment Coordinator (July 11, 2020 - Present)

- Searching for a computer-based placement test to assess the language proficiency of new and part-time IEP students.
- Contacting different agencies to inquire on 1) price (to fit program budget, 2) validity (fairness of instruments used), 3) accessibility (virtual accessibility to students in the US and other parts of the world), 4) reliability (measurement of language proficiency), and 5) security of tests.
- Examining content of tests from each agency.
- Making final selection (in collaboration).
- Creating and organizing training materials.
- Conducting proctor training.

- Creating and updating student database.
- Analyzing (in collaboration) test results and place students in respective levels.

#### Program Director Duties (May 2019 – August 2019)

- Taking over program director duties in collaboration with another instructor.

#### Events Coordinator (2007 – Dec. 2014, Aug. 2016 – August 2019)

- Planning events and trips - creating flyers, advertising, and negotiating with hotels and other sales vendors.
- Leading and assisting student groups on trip and events.
- Designing and organizing venues.
- Managing budget, making cost analysis matrixes and decisions.

#### SPEAK Test Grader (July, 2014 – Dec. 2014, Aug. 2016 – May, 2020 )

- Evaluating English communicative skills of prospect graduate assistants.
- Grading SPEAK test using SPEAK test standardized rubric.

#### TOEFL Test Grader (Aug. 2016 – May, 2020 )

- Grading paper-based TOEFL test using answer key.

#### WVU Eberly College of Arts and Sciences Internship hiring committee, 2013

- Performing phone and on-campus interviews with potential candidates for the American Culture class
- Assisting in making hiring decisions
- Completing intern evaluation

#### IEP/ITOCHU Corporation Coordinator, 2009

- Monitoring and orienting student-employee's language improvement and academic success
- Reporting improvement in written communication to corporation's management
- Serving as liaison between the ITOCHU Corporation of Japan and the WVU IEP

### **PROFESSIONAL DEVELOPMENT / CONFERENCES**

- WVTESOL 23rd Annual Spring Conference, Fairmont, WV, March 20 – 21, 2019, presenter. Conference postponed due to COVID-19 outbreak.
  - o Presentation title "*Adapting Textbook Activities.*"
- TESOL 2019 International Convention & English Language Expo, Atlanta, GA, March 12 – 15, participant.
- The Commission of English Language Program Accreditation (CEA)

- o Actively involved in analyzing program needs, responding to CEA annual report, and maintaining consistency in applying standards to the program.
- o Designing and implementing evaluations procedures for part-time instructors.
- o Revising student and faculty handbook.
- WVTESOL 21ST ANNUAL SPRING CONFERENCE, Shepherdstown, WV, participant, (March 10, 2018).
- WVTESOL 20<sup>TH</sup> ANNUAL SPRING CONFERENCE, “NAVIGATING CHANGES IN TESOL,” MORGANTOWN, WV, APRIL 1, 2017, PRESENTER.
- WVTESOL 17th Annual Spring Conference, " Reaching New Heights: ESL for the Future ", Morgantown, WV, 5 April 2014, participant.
- WVTESOL 16th Annual Spring Conference, "In Touch with English Language Learners", Charleston, WV, 6 April 2013, presenter.
- WVTESOL 15th Annual Spring Conference, Inwood, WV, 28 April 2012, participant.

## **RECRUITMENT**

- 2015 BRAZILIAN EDUCATIONUSA ROADSHOW
- WVU REPRESENTATIVE/RECRUITER (APRIL, 2015)
- WORKING AS A LIAISON BETWEEN WEST VIRGINIA UNIVERSITY AND PROSPECTIVE STUDENTS

## **AWARDS**

- Recipient of the West Virginia University Dean’s List, Spring 2005, 2006; Spring 2011 - Fall 2013
- Recipient of the President’s Volunteer Service Award, 2008
- Recipient of the Mike Puskar Endowed scholarship, 2001 – 2005

## **MEMBERSHIPS**

- TESOL International Association, 2019
- WVU Intensive English Program CEA committee, 2016 – present
- WVU Intensive English Program Materials Committee, 2016 – present
- WVU Intensive English Program Committee, 2012 – 2014, 2016 – present
- WVU Intensive English Program Committee, chair, 2017 - 2018