Chelsea Mellott

Curriculum Developer | Instructional Designer | Special Education & Autism Specialist
Nevada Standard Teaching License (Active through May 2029) | Reno, NV
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PROFESSIONAL SUMMARY

Instructional Designer, Curriculum Developer, and Special Education Leader (Master of Arts in Autism Spectrum Disorders) with 7+ years of experience designing differentiated K-8 curricula, adult educator training programs, and digital learning systems. Proven track record translating complex academic, behavioral, and technical standards into engaging, accessible learning experiences using Backward Design, ADDIE, and Universal Design for Learning (UDL). Built and led a 30-week paraprofessional training curriculum, mentored newly licensed educators at the district level, managed school-wide web communications (WordPress, Finalsite), and pioneered AI-assisted curriculum differentiation.

CORE COMPETENCIES

Instructional Design & Curriculum: AI Curriculum Development, Backward Design & ADDIE, Universal Design for Learning (UDL), Multi-Grade Unit Authoring (ELA, Science, SEL), Science of Reading & Literacy Interventions, Multi-Tiered Scaffolding & Accommodations, NGSS & CCSS Standards Alignment
Adult Learning & Program Leadership: 30-Week Paraprofessional Onboarding & Training Design, IRIS Center ASD Modules & Competency Rubrics, District-Level Educator Mentorship & Coaching, Live & Virtual Professional Development (PD), Caseload & Multi-Disciplinary Service Delivery, IEP / 504 / IDEA Compliance Leadership
EdTech, AI & Digital Authoring: AI Curriculum Development & Differentiation (ChatGPT, MagicSchool AI), Canvas LMS, Google Workspace & Microsoft 365, WordPress (Astra) & Finalsite School CMS, Canva Visual Design & Loom Video Instruction, Assistive Technology & AAC Implementation, Remote & Asynchronous Learning Design
Assessment, Behavior & Data Systems: Formative & Summative Assessment Authoring, Alternate Assessments for Complex Learners, IEP Progress Monitoring & Data Systems, Functional Behavior Assessment (FBA) & BIPs, CAMM & Florida CARD Observation Rubrics, Data-Driven Instructional & Behavioral Analysis

PROFESSIONAL EXPERIENCE

Autism Strategies Teacher, Curriculum Creator & District Mentor -- Washoe County School District -- Marce Herz Middle School (Reno, NV) [Aug 2022 - Present]

* Adult Training & Instructional Design: Designed and launched a structured 30-week Teaching Assistant (TA) Training & Onboarding Program incorporating IRIS Center Autism Spectrum Disorder modules, competency rubrics, and fidelity observations--measurably improving instructional consistency and classroom safety.
* Original Curriculum Development: Co-authored "My Brain, My Way," a yearlong neurodiversity-affirming SEL and executive-functioning curriculum (in collaboration with the Speech-Language Pathologist), and authored multi-modal science inquiry units including "Pumpkin Jack" scaffolded across 3+ reading and cognitive tiers.
* Educator Mentorship & Coaching: Serve as WCSD District Mentor Teacher for newly licensed special education teachers, providing 1:1 instructional coaching, IEP compliance reviews, FBA/BIP guidance, and actionable performance feedback.
* Digital Communications & Vocational Program Leadership: Serve as School Website Manager (Finalsite & WordPress at mrsmellott.com) and founded Falcon Fuel (falconfuel.mrsmellott.com), a student-operated coffee and vocational training enterprise.

Autism Strategies Teacher -- Washoe County School District -- Shaw Middle School (Reno, NV) [Aug 2021 - Aug 2022]

* Specialized Program Management: Managed a near-capacity caseload of 7 middle school students with Autism Spectrum Disorder in an 8-student-capacity self-contained program, designing individualized instructional schedules, visual supports, and sensory accommodations.
* IEP Case Management & Multi-Disciplinary Collaboration: Authored and monitored standards-aligned IEPs, coordinated services across speech, occupational therapy, and general education teams, and facilitated family conferences.
* Paraprofessional Supervision: Directed daily schedules and instructional delivery for classroom teaching assistants, modeling evidence-based prompting, reinforcement, and de-escalation strategies.

7th Grade Special Education Resource Teacher -- Northwest Allen County Schools -- Carroll Middle School (Fort Wayne, IN) [Aug 2020 - Jul 2021]

* High-Volume Caseload & Inclusion Leadership: Managed a caseload of 39 seventh-grade students with diverse disabilities (ASD, SLD, OHI, ED), co-planning and modifying general education ELA and Math curricula across inclusive settings.
* Targeted Academic Interventions & Progress Monitoring: Delivered small-group literacy and mathematics intervention blocks and tracked weekly IEP goal mastery to drive instructional adjustments.

5th Grade Classroom Teacher (In-Person & Remote Transition) -- Northwest Allen County Schools (Fort Wayne, IN) [Jan 2019 - Jun 2020]

* Core Elementary & Remote Curriculum Delivery: Taught all core 5th-grade subjects (ELA, Math, Science, Social Studies) and rapidly transitioned instruction to 100% remote digital learning during spring 2020 while maintaining high student engagement.

EDUCATION & LICENSURE

Master of Arts in Autism Spectrum Disorders (Completed 2024) -- Grand Canyon University

Action Research Capstone: Effects of Mindfulness Interventions on Students with ASD (utilizing CAMM & Florida CARD observation instruments).

Bachelor of Science in Elementary Education & Special Education (Completed 2019) -- Indiana University Fort Wayne

Dual Licensure Program -- Elementary Generalist (K-8) and Exceptional Needs / Mild Intervention (K-12).

Nevada Standard Teaching License (#215344) (Issued Aug 2024 | Active through May 2029) -- Nevada Department of Ed

Endorsements: Elementary Education (K-8) | Special Education Generalist (K-12) | Autism Spectrum Disorder (Ages 3-21).