

Emily Rush, M.ED.

Education

Master of Education in Early Childhood Education (2020) College of Education, University of West Georgia, Carrollton, Georgia

Bachelors of Science in Early Childhood Education (2017) College of Education, University of West Georgia, Carrollton, Georgia

Work Experience

University System of Georgia-eCampus (August 2026-Present)

Collaborative Programs Specialist

- Organize and lead for the annual eMajor Academic Advisory Board meeting
- Lead day-to-day operations for collaborative courses and programs across institutions
- Assisting with faculty assignments
- Schedule and facilitate Curriculum Leadership Committee meetings
- Maintain an accurate stakeholder map and distribution lists
- Perform routine website audits
- Plan and manage the Community Advisory Board meeting
- Managing the online publication of articles for the Online Journal of Distance Learning Administration

University System of Georgia- eCampus (January 2023-August 2026)

Educational Program Specialist- Testing

- Collaborate with 26 affiliates and partners
- eMajor representative for the team- overseeing all processes related to proctored exams in the BIT program
- Create eCore & eMajor proctored exams within the scheduling system
- Provide support for online students and faculty
- Convert training materials from Microsoft Word format to Scribe guides to include multimedia tools
- Ensure functionality of registration processes within the Learning Management System by verifying links
- Develop a plan before the semester start date and work collaboratively with team members to accomplish set-up projects promptly
- Present at conferences related to higher education and testing (Georgia College Testing Association)
- Guide students through the proctored exam registration process
- Work collaboratively with other departments to support student success
- Analyze an appointment/session for technical or scheduling errors and problem-solve
- Adjust exam deadlines within the scheduling platform for students who receive an incomplete grade or a proctored exam extension
- Troubleshoot connection issues with students during appointment times
- Communicate with affiliates on behalf of students regarding appointments
- Run a Tableau report weekly and report it to upper management to track the number of students registered
- Participate in Call Cycles, reaching students who need extra support
- Answer incoming calls related to testing and assist students, proctors, and faculty
- Work collaboratively with four team members to address testing concerns

Whitesburg Elementary School (2019-2022)

Kindergarten Team Lead Teacher

- Create lesson plans and learning objectives using the Blooms Taxonomy framework
- Facilitate team meetings once a week and on an as-needed basis

- Monitor student outcomes on learning objectives and share with team members
- Oversee 3 team members to ensure deadlines/team goals are met
- Review weekly lesson plans to check for engagement opportunities for students, adjust as needed
- Analyze previous lesson plans and implement revisions/updates based on data from assessments
- Incorporate different teaching strategies to reach all learners (kinesthetic, auditory, visual, etc)
- Attend meetings monthly and implement important takeaways into my teams goals/strategies
- Develop resources and curriculum materials for use in the classroom (both print and digital)
- Design multimedia graphics to send information digitally to parents/guardians
- Differentiate student-led centers for diverse learners
- Integrate online platforms for student learning
- Integrate STEAM (Science, Technology, Engineering, Art, Math) into daily instruction
- Collaborate with other kindergarten teachers for instructional planning
- Taught in both a brick-and-mortar setting and a digital setting
- Support online learning
- Converted print materials to multimedia formats for online learning in a new learning management system
- Developed online activities/assessments that were appropriate for all students
- Transitioned student accommodations to an online learning management system
- Informative meetings with guardians to review student progress and goals

Sand Hill Elementary School (2017-2019)

Certified Teacher

- Provide accommodations for students of all academic levels
- Co-lead of an afterschool STEM club for students in grades first through second
- Integrated Google Classroom into my daily center time
- Attend professional development days to enhance instruction
- Communicate daily with co-workers and family members of my students
- Plan with five other first-grade teachers each week
- Teach reading using a structured, guided reading program
- Team-Collab classroom for first grade (special education was also housed in my room)
- Provide individualized plans for each of my students to help them reach their academic goals

Professional Development

University System of Georgia eCampus, Instructional Design, (2024) "Instructional Design Shadowing"

University System of Georgia eCampus, eCampus Support Services, (2024) "eCampus Faculty Certification Program"

University System of Georgia eCampus, Randy Blackmon (2024) "Leadership Mini Series: Leading Change"

University System of Georgia eCampus, Randy Blackmon (2024) "Leadership Mini Series: Innovators"

University of West Georgia, Continuing Education (2024) "Women in Leadership and Life Workshop"

Redpath, (2024) "University System of Georgia Proctored Exam Extension Requests & Credit for Prior Learning Forms in Salesforce"

Presentations

Rush, E. (2025) "Student Registration Process" Presentation at the eCampus Student Success Retreat

Rush, E., Fontanella, K. (2024) "University System of Georgia eCampus Proctored Testing" Presentation at Georgia College Testing Association

Rush, E., Canada, K., Fontanella, K. (2023) "University System of Georgia eCampus Proctored Testing" Presentation at Georgia College Testing Association

Service

Member of Interview Committee (2024) University System of Georgia eCampus

Hospitality Committee Chairman and Lead (2021-2023) Whitesburg Elementary School

Community Service & Affiliations

Vice President of Kappa Delta Pi National Honors Society in Education (2015-2017)

University of West Georgia, College of Education Ambassador (2015-2017)