

Kara Wade Tucker
1650 Leeward Lane
Neptune Beach FL 32266
(904) 502-3446
karawtucker@gmail.com

EDUCATION

- **Post Graduate Certificate in Rehabilitation Leadership & Management, 2013**
21 hours of Doctorate work (21 hrs. completed)
Auburn University, Auburn Alabama
Rehabilitation Services Administration Scholarship
- **Master of Science, Rehabilitation Counseling, 2007**
University of North Florida, Jacksonville, FL
Rehabilitation Services Administration Scholarship
- **Bachelor of Arts, Sociology *cum laude*, Minor in Social Welfare, 2006**
University of North Florida, Jacksonville, FL.
Dean's List, Alpha Kappa Delta, Sociology Honor Society
Jim Brady Scholarship Winner, Mayor's Disability Council
Jacksonville Beach Women's Club Scholarship
- **Associate of Arts, General Education**
Florida State College, Jacksonville, FL 2004
Dean's List, Presidents List, Phi Theta Kappa Honor Society General Academic Scholarship

Certifications

Florida Notary Public

ADA Coordinator (In Progress)

CPACC International Association of Accessibility Professionals (In Process)

Work Experience

Disabled Services Manager
City of Jacksonville
Jacksonville FL

July 2018- Present

- Manages outreach services, community events, programs and services provided by Disabled Services
- Serves as 508 Web Compliance Officer for the division and other City Departments
- Assists with managing the Handicapped Parking Fund
- Manages the Disabled Parking Enforcement Program
- Serves as one of two representatives at the Emergency Operations Center to assist people with disabilities during emergency events
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing and motivating employees
- Communicates clear direction, manages results and leads organizational change.

Coordinator

August 2010- July 2018

University of North Florida Enrollment Services
Jacksonville, FL

- provided information about the programs and admissions criteria for perspective students
- met with groups & individuals on-and-off campus regarding requirements
- planned, developed, implemented and monitored admissions recruitment programs
- counseled perspective students and their families regarding policy & procedures
- served as articulation officer
- served on Commission on Diversity Disability Subcommittee
- served on the Stakeholder Advisory Committee for the Master's in Public Administration Program
- resolved complaints from parents and students.
- compiled reports
- reviewed student information on Banner
- maintained confidentiality of students' records

Vice Mayor /Councilor

December 2008-December 2016

Neptune Beach City Council
Neptune Beach, FL

- elected to two 4 -year terms in a city of 7,500 residents
- appointed Vice Mayor December 2010-December 2012
- analyzed and approved annual city-wide budget
- negotiated annual city staff labor contracts
- resolved complaints from residents
- coordinated with local, state, and federal officials on behalf of the citizens
- presented state of the city address to the Chamber of Commerce
- promoted personnel development for city employees
- coordinated city comprehensive plan
- ensured city codes were enforced

Director

July 2009-August 2010

The Broach School of Jacksonville, Beach Campus
Jacksonville Beach, FL

- managed staff of nine employees including hiring and terminations
- oversaw curriculum development
- directed daily operations of school facilities, staff, and students
- developed and administered school budget.
- maintained daily accounting, financial, and school budget records
- oversaw complete building renovations prior to beginning of academic year
- increased overall student enrollment by 60%
- planned and directed all school activities and field trips
- resolved various complaints and issues from staff, parents, and students
- promoted personnel development by providing professional training
- completed employee evaluations and set goals

August 2007-August 2009

Coordinator

University of North Florida, Disability Resource Center
Jacksonville, FL

- counseled incoming freshmen and existing students with disabilities regarding their collegiate experiences and legal rights
- consulted with students and faculty regarding appropriate accommodations and laws
- continuously updated center's website and students' web accounts
- managed and mentored student aids
- promoted personnel development researching available training classes
- coordinated and oversaw auxiliary aids and assistants for students
- collected and analyzed registered student data
- maintained over 600 students' files and information database
- compiled reports
- fostered relationships in the community and helped place graduates in internships
- proctored and coordinated testing schedules and accommodations
- planned awareness events
- created flyers, brochures and invitations
- presented to donors and benefactors
- assisted with the development and administered budget
- served on Disabilities Student Admissions Committee and advocated for students
- assisted with the development and evaluation of department goals

Civic/Community Leadership Roles

Leadership Jacksonville Class of 2020

June 2019- Present

- Leadership Jacksonville is a year-long program that brings together approximately 56 leaders from throughout the community to learn about the First Coast community, to build relationships with other leaders and to better serve as a community trustee.
- The program analyzes major areas of community concern, provides opportunities for open dialogue between leaders with diverse perspectives, examines leadership styles and promotes a network of community trustees committed to the greater good.

Chair

Florida Rehabilitation Council
Tallahassee, FL

July 2009- December 2017

- met with state legislators as Chair of Legislative Affairs
- advised Florida's Vocational Rehabilitation program
- planned quarterly meetings with other state agencies
- served as 2nd Vice chair for 2 years
- planned receptions and ceremonies for business and elected officials.
- designed profiles to be used as legislative reference material
- prepared program administrator's work plan and set goals.
- completed annual performance evaluation
- developed annual council budget
- promoted development of Vocational Rehabilitation staff
-

Co- Chair/ Parliamentarian/Member

June 2011-present

**Florida Department of Education State Advisory Council
for Exceptional Student Education K-12
Tallahassee, FL**

- represented Persons with Disabilities (Duval County)
- advised the Florida Department of Education of unmet needs in the education of students with disabilities. Commented publicly on any rules or regulations proposed by the State regarding the education of children With disabilities
- Advised the state educational agency in developing evaluations and reporting on data to the Secretary under Section 618 Advised the state educational agency in developing corrective action plans to address finding in Federal Monitoring Reports
- Advised the state educational agency in developing and implementing policies relating to the coordination Of services for children with disabilities.

Member, Economic Development Transition Team

June 2015-July 2015

For Mayor-Elect Curry

Jacksonville, FL

- Establish an accountability matrix for recipients of public funding to grow jobs
- Evaluate staffing levels
- Process map the relationships cities agencies and other community partners

Board Member

December 2008-December 2016

First Coast Business Leadership Network

Jacksonville, FL

- appointed Internship Coordinator
- evaluated local students regarding employment skills
- arranged internships with local businesses for students with disabilities
- counseled students after placement regarding job performance
- placed 25 interns in jobs, 7 received full time employment

President

**Beaches Council for the Disabled
Jacksonville Beach, FL**

December 2005-present

- partnered with local schools for children with special needs
- reviewed and coordinated services for elder disabled care
- planned general services for the disabled
- met with businesses regarding accessibility issues
- planned fundraising events
- prepared reports relating to 501(c) (3)
- developed goals for council
- coordinated various media interviews (television and newspapers)
member since December 2005

Member

June 2005-October 2012

New Heights of Northeast Florida Board of Directors
Jacksonville, FL

- conducted meetings with the Development Committee
- coordinated workshops to improve teamwork and effectiveness
- planned fundraisers for the Development Committee
- promoted disability awareness in the community
- developed and appeared in public service announcement

Co-chairperson/Member

August 2005-January 2011

City of Jacksonville Mayor's Disability Council

Jacksonville, FL

- coordinated with other community agencies to improve services for people with disabilities
- planned and participated in disability awareness activities and recreational events
- promoted awareness of the Mayor's Disability Council to the community
- ensured reasonable accommodations were provided to people with disabilities

Neptune Beach Planning and Development Board

Neptune Beach, FL

Board Member

July 2005-November 2008

- participated in official meetings
- ensured the city's ordinances were enforced
- reviewed and voted on applicants' requests for variances

City of Jacksonville Mayor's Sexual Assault Advisory Council Jacksonville, FL

Member

January 2007-January 2008

- represented people with disabilities
- promoted community awareness of sexual assault crimes

FBI Hate Crimes Working Group

Jacksonville, FL

Member

January 2007-January 2008

- represented people with disabilities
- helped raise awareness of hate crimes against people with disabilities

SMG – Times Union Performing Arts Center
Concierge (Part time)

Jacksonville, FL

April 2007-April 2010

- Goodwill Ambassador for FCCJ Artist Series, Jacksonville Symphony Orchestra, and Cultural Council
- assisted patrons and distributed ticketing and seating information

Supervisor of Elections for Duval County

Jacksonville, FL

Precinct Manager (Election Days only)

September 2002-August 2010

- supervised twelve poll workers on election days
- recruited and trained staff on election laws, policies, and procedures
- ensured disability awareness and access in precincts
- resolved voter issues in a timely manner and provided accurate voting results
- conducted voter awareness and registration drives in the community

Ish Brant Beautification Committee

Neptune Beach, FL

Acting Chairperson

June 1999-November 2008

- coordinated "Yard of the Month" program
- planned and oversaw Tree City events

ADDENDUM TO KARA W. TUCKER RESUME – JULY 30, 2019

City of Jacksonville

Researched solutions to ADA complaints from citizens with disabilities.

Reviewed CARE issues re Title III Public Accommodations

Served as liaison to the Mayor's Disability Council

Coordinator – UNF

Disability Coordinator, Disability Resource Center (2006 – 2009)

Proctored tests for students with disabilities

Met with professors to ensure students were given reasonable accommodations as required by ADA such as; extended time on assignments and tests, notetakers, interpreters, etc.

Reviewed students' documentation to determine if students met eligibility criteria and were qualified for services under the ADA and other disability laws

Served as resource person to students for disability-related information and guidance

Reviewed policies of the University to ensure ADA compliance

Vice Mayor, Neptune Beach

Spearheaded installation of "handicap access" to Beach.

Coordinated installation of MOBI mat and appropriate ADA signage.

Facilitated implementation of ADA laws relating to buildings/parking requirements for new and existing buildings

Florida Rehabilitation Council

Educated legislators at the local, State and Federal level regarding employment of people with disabilities and other ADA issues

Ensured State Division of Vocational Rehabilitation provided services according to ADA and other disability laws by recommending best practices and policies

Held public meetings with concerned citizens throughout the State of Florida