Biography for Janie Stahly

Janie E. Stahly, Administrative Professional, is the Literacy Center Coordinator for the Graduate Reading Program in the College of Education and Organizational Leadership at the University of La Verne. A long-time employee, she has been working for the university in many different capacities since August of 1998.

During Stahly's thirteen and a half years at the University of La Verne, she has worked in various positions such as Human Resources Administrative Assistant (see list below for other positions), but she became the Literacy Center Coordinator in October of 2006. Passionate and eager to help children reach their literacy potential, it is her job to place struggling readers, Grades K through 12, with a graduate reading candidate to receive tutoring in both reading and writing. She meets with the parents of each tutee and apprises them of the attendance/behavior policies at the center; then she keeps in contact with them throughout the tutorial experience.

Janie’s responsibilities include making connections with school districts, teachers and parents, identifying the proper placement for tutees, sending tutee profile documentation to schools and receiving recommendation forms from schools, and overseeing tutorial placement levels to match program standards for tutoring. She also sets meeting dates for Parent Education offerings and provides schedules and reminders to parents for these workshops.

In addition, she is the overall center manager, assisting professors with their needs for materials and curriculum development, handling all technological updating and plans for training, overseeing the budget with the Literacy Center Director, taking minutes for programs and advisory committee meetings, and supervising the student workers who are on the Federal Work Study Program.

Janie also arranges for payment to be made to current or matriculated candidates or outside consultants who help with curriculum, tutor extra children from grant monies, or make content presentations to classes (typically in writing or technology) or for Parent Education, to name only some of her responsibilities.

Janie’s extensive background at the university, plus her B.A. degree in Organizational Management, enables her to communicate easily and effectively with other university personnel when setting up author visits, book fairs, or dinner/research events (such as the 2010 Gala). She connects with almost every support department at the university, from Graphics, Personnel, the Registrar, and the mailroom to catering and parking services.

See below for a listing of her specific positions and dates of employment within them:
Employment at the University of La Verne:

- 1998: Chief Telephone Operator for ULV
- 2000: Public Summer School Coordinator/Rideshare Program Coordinator
- 2002: Human Resources Administrative Assistant
  (and Rideshare Program Coordinator/Events Planner/Office Manager)
- 2006: Literacy Center Coordinator

Education:

- Cosmetology License from Citrus Community College in Glendora CA (1986)
- B.S. in Organizational Management from the University of La Verne, CA (2001)