



# Maria Concetta Costantino

**Nationality:** Italian **Place of birth:** Palermo, Italy **Gender:** Female

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## ABOUT ME

My name is Maria Concetta Costantino. I am currently a PhD candidate in *Health Promotion and Cognitive Sciences* at the University of Palermo and a contract lecturer in the field of pedagogy. My work mainly focuses on initial teacher education and inclusive teaching, with a specific emphasis on the design and management of Teacher Qualification Programmes and Specialization Courses for Support Teaching. Throughout my professional journey, I have gained solid experience both in university teaching and in the administrative and organizational management of training programmes for future teachers. I am currently conducting research in the field of teacher education, with particular attention to innovative teaching practices and the integration of inclusive approaches with neuroeducational perspectives.

## WORK EXPERIENCE

### Head of Operational Unit – Administrative Management of Specialization Courses for Support Teaching for Students with special needs

**University of Palermo** [ 01/08/2024 – Current ]

City: Palermo | Country: Italy |

Website: <https://www.unipa.it/didattica/corsi-specializzazione-sostegno/>

Link: <https://www.unipa.it/persone/tecnico-amministrativi/c/mariacconcetta.costantino>

**Support to other Operational Units (OUs)** within the relevant sector, as well as to other sectors, managerial areas, and autonomous spending centers, for specific tasks assigned from time to time by the General Director and/or by the direct supervisor. In collaboration and coordination with the other OUs of the structure, the following activities are carried out:

**Management of the phases of educational planning** related to the activation of Specialization Courses for Support Teaching, including handling the preparatory work for draft resolutions.

**Management of selection procedures** for admission to the activated Specialization Courses for Support Teaching, including preparation of the call for applications, drafting of the Rectoral Decree for its issuance, publication of the call, receipt of applications, selection of participants, and formulation of the merit ranking list.

**Drafting of the Rectoral Decree** approving the merit ranking list and management of procedures for the reallocation of available places (sliding rankings).

**Management of enrollment procedures** for the Specialization Courses for Support Teaching through the Immaweb platform, including verification of payments related to enrollment fees, also via teacher training bonuses, and issuing any necessary reminders.

**Management of student academic records** for the Specialization Courses for Support Teaching: enrollment, course credit recognition, interruptions, suspensions, final examinations, and degree issuance.

**Activation of agreements** for direct internship activities within the Specialization Courses for Support Teaching and management of relations with schools and the competent Regional School Office (USR).

**LUMSA Registered in the LUMSA University Register of Eligible Candidates for Teaching Assignments in Degree Courses, in the Academic Discipline PAED-02/A (formerly M-PED/03) – Special Education and Pedagogy**

**LUMSA - Libera Università Maria Ss. Assunta** [ 2025 – Current ]

City: Palermo | Country: Italy | Website: <https://lumsa.it/it/home>

Link: <https://albodocenti.lumsa.it/Albo-Idonei/>

**Tutor in the 30-ECTS Teacher Qualification Programmes pursuant to Article 13 – Academic Year 2024/2025**

**University of Palermo** [ 28/02/2025 – Current ]

City: Palermo | Country: Italy

**Teaching Support Activities in the Teacher Qualification Programmes for Secondary School Teachers (60/30/30 ECTS) pursuant to Article 13, Prime Ministerial Decree of August 4, 2023**

**University of Palermo** [ 02/09/2024 – Current ]

City: Palermo | Country: Italy

**Teacher Qualification Programmes for Lower and Upper Secondary School (60 ECTS, 30 ECTS, and 30 ECTS pursuant to Article 13):**

- Organization and support via Microsoft Teams for online delivery of courses scheduled in remote mode;
- Communication management with participants and instructors involved in the qualification programmes;
- Use of the back-office system to verify access requirements;
- Introduction and familiarization of students with the digital learning environment, access registration, file storage and preservation, and ongoing technical support;
- Support functions for distance learning: practical exercises, student assistance, guidance and clarifications regarding course structure and content;
- Management of selection procedures and assignment of positions for Coordinating Tutors involved in both in-school and remote internships;
- Coordination of agreements with secondary schools for the implementation of in-person internship activities;
- Administrative support for final examinations: planning, organization, and management of final examination boards;
- Liaison with the Regional School Office (USR) for the appointment of the USR representative in the final examination boards.

**Expert Academic Tutor – COT (University Center for Student Guidance and Tutoring)**

**University of Palermo** [ 05/12/2020 – Current ]

City: Palermo | Country: Italy

Management of School–University Agreements, support in uploading agreements, student data, and attendance records to the Cineca “Orientamento 2026” platform for PNRR-funded orientation courses organized by the University Guidance and Tutoring Center (COT); implementation of the course completion and validation procedures; verification and archiving of summary sheets for each course with a specific ID within the Orientation Programme pathway managed by the COT, to be carried out outside regular working hours.

## University literature lecturer

**University of Palermo** [ 02/09/2020 – Current ]

City: Palermo | Country: Italy

**Lecturer in the Specialization Courses for Support Teaching for Students with Special Needs**, appointed to teach a 4-ECTS course in the academic discipline *M-PED/03 – Special Education and Learning for Sensory Disabilities*, from 5th to 9th cycle – Academic Year from 2019/2020 to 2023/2024, covering the following school levels:

- Preschool (Kindergarten)
- Primary School
- Lower Secondary School
- Upper Secondary School

## Academic Tutor

**University of Palermo** [ 2016 – 2020 ]

City: Palermo | Country: Italy

### COT (Center for Guidance and Tutoring) – Student Services

- Management of student offices and reception services for international students
- Coordination of international activities and events such as *Orienta Sicilia*, *Welcome Week*, *Open Day*, *Welcome Day*, *R...estate al COT*, and participation in Education and Career Fairs for international students
- Management of the Guidance and Tutoring Help Desk within academic departments
- Organization of workshops, mock exams, and preparatory courses for university entrance tests
- Management of departmental libraries in Archaeology, Philosophy, and Education Sciences
- Reception and support services for international students

## Special educational needs teacher

**I.C. "Antonino Caponnetto" - I.C. "Leonardo Sciascia" - I.C. "Giovanni Falcone" - "Cielo D'Alcamo"**

[ 01/09/2017 – 14/02/2020 ]

City: Palermo | Country: Italy

**A Special Educational needs Teacher** works to promote the educational inclusion and academic success of students with disabilities.

The main responsibilities include:

- Designing and implementing individualized educational plans (IEPs) based on each student's specific needs and abilities;
- Collaborating with classroom teachers to adapt teaching strategies and materials to ensure accessibility and full participation in classroom activities;
- Supporting the cognitive, emotional, and social development of students through personalized approaches;
- Coordinating with families, healthcare professionals, and multidisciplinary teams to monitor progress and ensure comprehensive support;
- Promoting an inclusive learning environment that values diversity and fosters autonomy and participation.

## Customer Care

**Alitalia Airlines** [ 17/07/2001 – 17/02/2020 ]

City: Palermo | Country: Italy

**Flight Information:** Schedules, gates, delays, cancellations, itinerary changes.

**Bookings and Changes:** Assistance with booking new flights, modifying existing reservations, seat selection, etc.

**Check-in:** Support with online or airport check-in.

**Baggage:** Handling issues related to lost, damaged, or delayed luggage.

**Refunds:** Assistance with refund requests for cancelled or overbooked flights.

**Special Assistance:** Support for passengers with special needs (e.g., passengers with disabilities, unaccompanied minors, etc.).

**Complaints:** Handling of complaints related to any aspect of the travel experience.

## EDUCATION AND TRAINING

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### Member of SIPED – Italian Society of Pedagogy

*SIPED Italian Society of Pedagogy* [ Current ]

Website: <https://www.siped.it/>

**The Italian Society of Pedagogy (SIPED)** is a national scientific association that brings together scholars and researchers in the field of pedagogy and educational sciences. Its mission is to promote and advance pedagogical research, foster dialogue and collaboration among academics, and support the development of educational policies and practices in Italy and beyond.

SIPED organizes conferences, seminars, and publications to encourage the dissemination of scientific knowledge and the exchange of ideas on key educational issues. The society also contributes to the training and professional development of educators, supporting innovation, inclusion, and quality in education at all levels.

### PhD student in HEALTH PROMOTION AND COGNITIVE SCIENCES

*University of Palermo* [ 01/09/2024 – Current ]

City: Palermo | Country: Italy | Website: <https://www.unipa.it/didattica/dottorati-2020-21.html>

### Master's Degree (LM-85) in Pedagogical Sciences, awarded with highest honors (110/110 cum laude)

*University of Palermo* [ 25/07/2022 ]

City: Palermo | Country: Italy

### Specialization in Support Teaching for Students with Special Needs – Primary School Track Final grade: 30/30

*University of Palermo* [ 08/05/2020 ]

City: Palermo | Country: Italy

### Level I Master's Degree in "Special Educational Needs (SEN)" Duration: 1 year – 1,500 hours – 60 ECTS credits

*University of Dante Alighieri* [ 01/09/2018 – 03/03/2019 ]

City: Reggio Calabria | Country: Italy

### Master's Degree (LM-85 BIS – New System) in Primary Teacher Education Final grade: 110/110 with honours (cum laude)

*University of Palermo* [ 23/06/2017 ]

City: Palermo | Country: Italy

## ECDL Certification (European Computer Driving Licence) SECURITY level specialised

**A/CA** [ 30/04/2017 ]

City: Palermo | Country: Italy

### Apple Teacher

**Apple** [ 22/10/2023 ]

City: Palermo | Country: Italy | Website: <https://education.apple.com/learning-center>

## LANGUAGE SKILLS

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**Mother tongue(s):** Italian

**Other language(s):**

### French

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2**

**SPOKEN INTERACTION B2**

### English

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B2**

**SPOKEN INTERACTION B2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## SKILLS

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Google / Windows / Social Network / GoogleChrome / Microsoft Office / Apple Teacher / Microsoft Office (Outlook, Excel, Word, PowerPoint) / Outlook, Web Mail e Web Browser / Advanced Level ECDL Certificate / knowledge management / respond to enquiries

## CONFERENCES AND SEMINARS

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[ 10/10/2023 ] University of Palermo

### Opening Conference of the 8th Cycle of the Specialization Course in Support Teaching for Students with Special Needs, Academic Year 2022/2023

#### Overview of Administrative Work within the Specialization Course in Support Teaching

- **Handling Information Requests:** Responding to student inquiries regarding enrollment procedures, admission requirements, course content, deadlines, and all other aspects related to the training programme.
- **Enrollment Support:** Assisting students with the application process, submission of required documents, and payment of tuition fees.
- **Student Communication:** Providing up-to-date course information via email, phone, or other communication channels; informing students of schedule or venue changes, sending deadline reminders, and sharing educational materials.
- **Administrative Procedures Management:** Managing bureaucratic procedures for enrolled students, including attendance tracking, issuing certificates and attestations, collecting self-certifications, and handling other required documentation.
- **Student Reception:** Welcoming students at the course venue and offering logistical guidance and support as needed.
- **Coordination with Faculty and Staff:** Collaborating with instructors and administrative personnel to ensure the smooth running of the course and student satisfaction.

[ 25/10/2024 ] University of Palermo

### **Seminar | Embodied Education and Neuroeducation**

**Seminar held at the University of Palermo:**

#### **"Embodied Education and Neuroeducation: Design, Evaluation, and Training"**

This event marked the opening of the national seminar series entitled *"Embodiment and the Educational Community: Literature, Development, and Perspectives"*, coordinated by Professor Filippo Gomez Paloma from the University of Cassino and Southern Lazio.

The seminar, involving the **Neuroeducation Research Working Group**, in collaboration with the **Regional School Office of Sicily (USR Sicilia)** and the **National Research Council (CNR Sicilia)**, explored the epistemological dialogue between Neuroeducation and Embodied Education.

The seminar included both a scientific and theoretical session and a practical-operational session aimed at school teachers. The latter focused on identifying and sharing best practices in Neuroeducation and Embodied Education as applied in everyday teaching practice.

Link: <https://www.unipa.it/dipartimenti/sc.psicol.pedag.edellaformazione/cds/scienze pedagogiche2067/Seminario--Embodied-Education-e-NEURODIDATTICA/>

[ 31/12/2025 – 31/12/2025 ]

### **Seminar – Coordinating Tutors and Internship in the Teacher Qualification Programmes (PF 60-30-36): Review of the First Cycle and Perspectives for the Second and Third Cycles**

**The seminar, organized by ANFIS (National Association of Teacher Trainers and Supervisors)**, presents participants with a series of reflections shared by coordinating tutors on the activities carried out thus far.

The experiences illustrated will serve as a starting point for revising and improving internship practices and the role of tutors in the second cycle.

This is in preparation for the third cycle, which must be thoughtfully designed and organized in advance, in accordance with current regulations, to be structured across a full academic year.

[ 13/01/2025 ] University of Palermo

### **Call for paper - Innovative Teaching Day 2025 – TLC and CIMDU**

**Organized by the Teaching and Learning Service (TLC) and the Center for Innovation and Improvement of University Teaching (CIMDU)**, presentation of the research project entitled *"The Application of Design Thinking in University Teacher Education: Educational Innovation and Effective Methodologies for Teacher Training."*

Link: <https://www.unipa.it/Giornata-della-Didattica-Innovativa-organizzata-dal-TLC-CIMDU/>

[ 26/02/2025 – 23/04/2025 ] University of Palermo

### **Seminar on Systematic Review**

The training course is structured into four sessions, each dedicated to the main phases of conducting a systematic literature review.

The **first session** introduces the definition of a systematic review, its differences from other types of reviews, and the PICO framework for formulating a research question. It also covers the use of major databases (Scopus, Web of Science), with hands-on search exercises.

The **second session** focuses on the selection of studies and the assessment of their quality, using inclusion/exclusion criteria, evaluation tools, and discussion of potential biases and confounding factors. The **third session** delves into data extraction, with particular attention to planning and the use of specific extraction forms, followed by a guided practical exercise. The **fourth session** addresses data analysis methods (qualitative analysis and basic concepts of meta-analysis), and provides guidance on report writing according to the PRISMA Statement. The course concludes with a final workshop dedicated to drafting the systematic review report.

[ 14/03/2025 – 28/03/2025 ] University of Palermo

### **Seminar – The Research Cycle**

The seminar provides both a theoretical and practical foundation for designing a research project, through an integrated approach that combines lectures and hands-on activities.

In the **first session**, the research cycle is analyzed and applied through a practical exercise.

The **second session** focuses on the actual design of the research project, followed by a workshop.

In the **third session**, participants present and discuss their projects in a collaborative feedback session.

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*Autorizzo il trattamento dei miei dati personali presenti nel CV ai sensi dell'art. 13 d. lgs. 30 giugno 2003 n. 196 - "Codice in materia di protezione dei dati personali" e dell'art. 13 GDPR 679/16 - "Regolamento europeo sulla protezione dei dati personali".*

Palermo, 05/04/2025