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Certifications: Library Media Specialist (License #902)
Orientation and Mobility Specialist (License #826)
Teacher of the Visually Impaired (License #825)
INTEL Master Teacher
Certified Smartboard Trainer

Education:

- 2004-2000 **Certification in School Library Media**, University of Wisconsin-Whitewater, Whitewater, Wisconsin
Library Media Specialist
- 1983-1982 **Masters of Arts**, Western Michigan University, Kalamazoo, Michigan
Orientation & Mobility Specialist
- 1982-1977 **Bachelor of Science**, Western Michigan University, Kalamazoo, Michigan
Special Education Teacher for the Visually Impaired
Minors: Elementary Education and Mathematics

Professional Experience:

- Present-2004 **Library Media Specialist**, School District of Janesville, Janesville, Wisconsin.
- Teach information and technology literacy to students in grades 6-8
 - Train staff school-wide and district-wide on information and technology literacy practices
 - Train staff school-wide and district-wide on new technology brought into the district or school
 - Present at conferences on Web 2.0 tools and Smartboard technologies
 - Develop and deliver lessons addressing 21st century skills to students grades 6-8
 - Collaborate with staff in the development and enrichment of curriculums with 21 century skills
 - Create motivational reading activities for staff and students
 - Introduce and familiarize staff and students to electronic resources
 - Attend trainings, workshops, in-services and classes addressing best practices for teaching information and technology skills
 - Attend trainings, workshops, in-services and classes addressing the latest technologies
 - Develop and implement policies and procedures assuring access to information; interpret laws and district policies regarding information
 - Develop and maintain collection of materials supporting all curriculums in the middle school
 - Manage and organize scheduling of the facility for teachers and students
 - Manage and operate book fairs for students, staff, parents and community
 - Webmaster for the library media center homepage
- 2004-1997: **Teacher of the Visually Impaired**, School District of Janesville, Janesville, Wisconsin.
- Assess and teach visually impaired and multiply handicapped children compensatory skills
 - Develop and/or design adaptations for visually impaired students
 - Train staff on basic skills and methods used with visually impaired individuals
- Orientation and Mobility Specialist**, School District of Janesville, Janesville, Wisconsin
- Assess and teach visually impaired and multiply handicapped children safe and efficient travel skills
 - Develop and/or design adaptations for visually impaired students
 - Train staff on basic travel skills and methods used with visually impaired individuals

- 1997-1983 **Orientation and Mobility Specialist**, Wisconsin School for the Visually Handicapped (WSVH), Janesville, Wisconsin
- Assess and teach visually impaired and multiply handicapped children safe and efficient travel skills.
- 1997-1994 **Multi-disciplinary Team / Individualized Education Plan Coordinator**, WSVH, Janesville, Wisconsin.
- Coordinate, schedule and facilitate IEP and Multi-disciplinary Team meetings for each student currently attending WSVH.
 - Develop document preparation, completion and timeline system for all staff to follow.
 - Develop a mast schedule of all work group and M-Team/IEP meetings according to anniversary dates and staff demand.
 - Train all staff in proper completion of IEP documents and current system policies.
 - Correspond with individual district personnel.
- 1997-1994 **Administrative Assistant**, WSVH, Janesville, Wisconsin.
- Formulate a master schedule of all classes offered primarily to students in grades 7 through 12
 - Individually schedule all secondary students according to their IEP needs.
 - Plan and organize an equitable dissemination to staff the duties necessary for school functioning
 - Assist in the establishment of credit requirements in all areas of instruction necessary for obtaining a high school diploma.
 - Assist with determining and defining duties to be performed by case managers to best advocate the educational needs of students.
- 1997-1985 **Co-operative Program Coordinator**, WSVH, Janesville, Wisconsin
- Coordinated the mainstreaming of visually impaired students into the local middle school.
 - Coordinated schedules and provide necessary adaptations, support and transportation for a successful experience in regular education classes.
 - Trained public school staff on how to adapt and adjust their curriculum to the needs of visually impaired individuals.
- 1997-1993 **Yearbook Advisor / Photographer**, WSVH, Janesville, Wisconsin
- Created graphic design and development of yearbook in print and electronically
 - Proofread and edited articles written by student yearbook staff
 - Organized sale of yearbooks by students
 - Researched publication companies for annual production of yearbooks
 - Photographed all students, staff, special events, organizations and clubs for portrayal in the annual
- 1992-1987 **Class Advisor**, WSVH, Janesville Wisconsin
- Progressively developed and maintained schedules and transcripts of students beginning in grade 7 through the completion of their high school education
 - Organized and supervised fund raising activities class trips and the commencement ceremony
- 1992 & 1990 **Intern Supervisor**, WSVH, Janesville, Wisconsin
- Provided demonstrations to university students and opportunities for teaching techniques of orientation and mobility skills to visually impaired, school-aged children.
 - Supervised and critiqued lessons, reports, assessments and teaching techniques.
- 1992-1984 **Drama Coach**, WSVH, Janesville, Wisconsin
- Review, select, adapt and transcribe performance choice for visually impaired children
 - Direct practices consistently in preparation for final performance
 - Design and provide costumes for each character in the play
 - Design and produce programs
 - Design and acquire props for the performance
 - Organize popcorn fund raiser held during the final performance
 - Publicize performance date, time and location to the general public

- 1984-1983 **Classroom Teacher of the Visually Impaired**, WSVH, Janesville, Wisconsin.
- Provided instruction of functional and prevocational skills to multiply handicapped children in primary grades.
 - Taught first grades phonics and spelling to visually impaired children.

Presentations & Trainings Given:

Interactiv 2011 Wisconsin Conference (2011)
Smartboard Instruction for Beginners and its Uses in the Classroom (2009-2011)
Smartboards Part II (2010-2011)
MS Office 2007 (2009-2010)
Gmail (2009-2010)

Committees Served:

Instructional Technology Planning Committee 2010
Library Media and Instructional Technology Plan 2009-2012
Humanities Committee 2008
Information & Technology Literacy Middle School Curriculum Alignment Committee

Professional, Civic & Social Memberships:

Wisconsin Educational Media Association (WEMA)
American Libraries Association (ALA)
American Association of School Libraries (AASL)
Wisconsin Education Association Council (WEAC)
National Education Association (NEA)
Parent-Teacher Association
St. William Catholic Church
Rock County Humane Society Volunteer

References:

Mrs. Synthia Taylor, Principal
Marshall Middle School
25 S. Pontiac Dr.
Janesville, WI 53545
608/743-6205

Mrs. Kathy Boguszewski, Information & Technology Coordinator
School District of Janesville
527 S. Franklin St.
Janesville, WI 53548
608/743-5120

Dr. Steve Salerno, Associate Superintendent/Human Resources
Hogan Administrative Center
807 East Avenue South
La Crosse Schools, La Crosse, WI 54601
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Dr. Susan Hunt, Past Director of Special Education
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Helen Bifano, Retired Library Media Specialist,
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