

EDUCATION

Mayville State University, Mayville ND

BA in Early Childhood, 1996

BS in Elementary Education, 2005

Valley City State University, Valley City ND

Masters of Education, concentration in library science, 2014

Full Sail University, Orange County FL

Masters of Instructional Design and Technology, 2017

North Dakota Teacher Certification (Grades K-8)

Library credential (Grades K-8)

Reading credential (Grades K - 8)

EXPERIENCE

Elementary Library Coordinator

2017 - present

Williston Public Schools

Williston ND

- Oversaw operations at six elementary libraries. Three had full time library media specialists. I traveled and was LMS at the other three.
- Developed and maintained a current library collection, materials were updated and added to support not only student needs and interests but also to support curriculum and trends in education.
- Implemented genre based collection arrangements at all elementaries.
- Oversaw budget and ordering for the district elementary libraries.
- Worked on the development and updating of district library curriculum, standards and benchmarks.
- Developed and planned school wide reading events, parent outreach and book fairs.
- Created monthly professional development meetings for library staff.
- Mentored other library media specialists in the district.
- Met with elementary principals and was liason between district administration and libraries.
- Member of development team for two new district libraries
- Member of district accreditation team

Elementary Teacher Librarian

2015 - 2017

West Fargo Public Schools

West Fargo ND

- Developed and maintained a current library collection, materials were updated and added to support not only student needs and interests but also to support curriculum and trends in education.
- Participated in district wide Professional Learning Communities, collaborating with classroom teachers to improve student learning and create a bridge between the library and classroom curriculum.
- Worked on the development and updating of district library curriculum, standards and benchmarks.
- Developed and planned school wide reading events, parent outreach and book fairs.
- Served on school committees and taskforces, contributed to school displays and yearbook.
- Maintained library budgets for both books and other library materials.
- Created, designed, and instructed an enrichment program for kindergarten students.
- Wrote successful grant for kindergarten enrichment program.



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- Shelled books, magazines and other library holdings according to Cutter classification.
- Discharged incoming library materials using an automated circulation system and inspected them for damages.
- Operated a variety of standard office and library machines.
- Performed routine book maintenance and processing
- Answered telephones and provided routine information.

In relation to Summer STEM Coordinator:

- Planned STEM based lessons for two age groups: K - 2nd and 3rd - 5th
- Planned STEM based lessons for Family groups
- Taught STEM concepts to groups ranging from 4 - 20
- Coordinated promotion of events with library assistant director
- Collaborated with Children and Youth Services director

**Elementary Teacher Librarian
Bismarck Public Schools
Bismarck ND**

2007 - 2015

- Participated in district wide Professional Learning Communities, collaborating with classroom teachers to improve student learning and create a bridge between the library and classroom curriculum.
- Planned, developed, designed, and opened Sunrise library in 2010, continued working there until 2015
- Worked on the development and updating of district library curriculum, standards and benchmarks.
- Developed 'Techy Time' lessons: library curriculum to help teachers fill in gaps of technology education.
- Developed and maintained a current library collection, materials were updated and added to support student needs and interests, curriculum, and educational trends.
- Served on school committees and taskforces, contributed to school displays and yearbook.
- Developed and maintained a school webpage for both the library and classrooms:
- Developed and planned school wide reading events, parent outreach and book fairs.
- Hired, supervised and evaluated assistants and volunteers.
- Maintained library budgets for both books and other library materials.
- Presented to the BPS School Board on the importance of school libraries: <http://goo.gl/pACWpi>

SKILLS/TECHNOLOGY

- Library and classroom management
- Knowledge of and experience in teaching technology education
- Collaboration: district staff and statewide LMS
- Supervision of student teachers, assistants, and volunteers
- Developing community/parent outreach programs
- Developing library collections and arrangement

Experience using:

- Adobe software such as Photoshop, Illustrator, and Acrobat
- Microsoft Office and Office 365
- Mac software such as Garageband, iMovie, and Keynote
- Google applications
- Online presentation software

LEADERSHIP/MEMBERSHIP

North Dakota Library Association
President 2016-2018

North Dakota Library Association
Good Stuff Publication Designer 2017 - Present

North Dakota Library Association
School Library and Youth Services (SLAYS) Chair 2011-2013

American Association of School Libraries
2011 - present

American Library Association
2011 - present

North Dakota Education Association
2009 - 2013



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