

Jennifer Colby

jenecolby@gmail.com
 jencolby.com
 734.660.4083

Ambition

To actively help students and teachers to access, evaluate, and organize information through inquiry-based learning, critical thinking, and collaboration in order to **understand** it, **create** with it, and **share** it with others.

Education

University of Michigan School of Information Master of Science in Information May 2013

- Specializations in Library Information Science and School Library Media
- Phi Kappa Phi Honor Society, UMSI Merit Scholarship

Michigan State University Bachelor of Landscape Architecture May 1993

- Phi Kappa Phi Honor Society, Sigma Lambda Alpha Honor Society, ASLA Honor Award

Certification

Michigan Provisional Secondary Certificate Endorsements June 2013

- School Library Media K-12 (ND) and English 6-12 (BA)

Experience

Media Specialist *Deerfield Elementary School* Novi, MI Feb 2014 - Today

- Collaborate with teachers to integrate information technology tools into student projects
- Teach lessons to students aligned with Common Core State Standards and 21st Century Skills
- Create makerspace in media center that encourages students to think "outside of the box"
- Integrate social media concepts and activities into media program
- Develop and maintain school website
- Develop schedule for and coordinate NWEA testing for school
- Evaluate student academic and social growth, keep records, and prepare progress reports
- Meet with school specials teachers to share ideas and collaborate on projects
- Meet with district media specialists to coordinate programs and share ideas
- Coordinate with local public library to assist with summer reading program
- Facilitate successful book fair to encourage student literacy and raise money for media program
- Develop and use formative assessment tasks to monitor student growth and achievement, guide instructional decisions, and evaluate outcomes
- Facilitate development, cataloging, circulation, and management of library collection
- Curate and upgrade library collection to support curricular needs and teacher requests
- Engage in ongoing professional development during the school year and over the summer
- Coordinate visitors to the media center to be involved in participatory teaching experiences

Long-term Substitute Media Specialist *Dexter High School* Dexter, MI Oct 2013 - Feb 2014

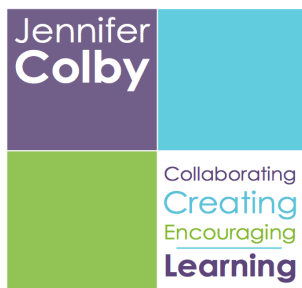
- Collaborate with teachers to integrate information technology tools into students projects
- Teach lessons on Web 2.0 tools, research skills, and internet search skills to students and staff
- Facilitate textbook circulation, cataloging, and management
- Manage operation of library including staff, print and digital resources, and equipment
- Curate and upgrade the collection to support curricular needs and teacher requests
- Coordinate daily schedule to facilitate use of library staff and resources
- Supervise and instruct student library assistants to coordinate routine library procedures
- Facilitated an "Hour of Code" event to introduce over 600 students to computer programming

Student Teacher *Dexter High School* Dexter, MI Spring 2013

Bach and Angell Elementary Schools Ann Arbor, MI Winter 2013

Tappan Middle School Ann Arbor, MI Fall 2012

- Assisted with the upgrade of the library's collection through cataloging, shifting, repair, processing, weeding, and procurement utilizing an online catalog database system
- Assisted students and teachers with book selection, holds, requests, and library procedures
- Updated and edited the Media Center's website
- Developed and implemented a research study to develop an eBook collection
- Created online learning module for student aides
- Collaborated with teachers to create lessons incorporating interactive print and digital resources
- Shared knowledge of online productivity tools with others in the creation of student projects



Experience cont.

Long-term Substitute Media Specialist *Bates Elementary School* Dexter, MI Fall 2010

- Created multi-media lessons congruent to the Michigan Educational Technology Standards
- Responded to with standard practices and implemented new procedures to cultivate a love of reading and technology through enthusiasm and song
- Organized and trained volunteers to assist with the circulation and upkeep of the collection

Event Coordinator *Dexter Area Historical Society and Museum* Dexter, MI 2006-2011

- Developed and facilitated many successful and multi-faceted public and private events for adults and children to highlight the history and importance of Gordon Hall
- Coordinated volunteers to promote, maintain, and improve Gordon Hall
- Authored and awarded a national restoration grant to restore Gordon Hall
- Co-chaired "Civil War Days" to bring a weekend encampment reenactment to home
- Edited, designed, and contributed to a quarterly member newsletter
- Collaborated with society board and website developer to maintain and update website
- Collaborated with media outlets to promote Gordon Hall and events held there

Skills

Pedagogical Skills

- Enthusiasm, compassion, and dedication for my learning community
- Delivering creative and engaging content to my students
- Managing my classroom with respect and empathy

Library skills

- Lively read-alouds and readers advisory to excite patrons and encourage reading
- Supportive and encouraging reference services for patrons of all ages (online and in-person)
- Creating dynamic print and online finding aids to make the library more user friendly
- ILS use, management, and maintenance (Alexandria and Follett/Destiny)
- Cataloging, classification, and authority control to make items easier for patrons to find
- Circulation: patron services, processing, developing/enforcing policies, and managing statistics
- Collection development: inventory, assessment, weeding, and procurement
- Efficient management of library facilities, resources, and volunteers

Media skills

- Design and publishing of innovative print/digital and audio/visual materials
- Proficient with iPod, iPad, and iPhone devices and apps
- Expertise with online productivity tools including Google Apps, OpenOffice, Prezi, and DropBox
- Website development, design, and maintenance with Google Sites, Weebly, and WordPress
- Creating online learning portal lessons and assessments with Moodle
- Blogging, tweeting, and interacting with many social media apps
- Google Power Search certification
- Google Certified Educator and Trainer (in process)

Project skills

- Encouraging multi-disciplinary collaborator and team member
- Supportive project management, organization, and supervision
- Coordinating and promoting effective resources and successful events
- Creating dynamic proposals, presentations, and displays

Community Involvement

Encore Musical Theatre *House manager, performer, properties and promotions designer* Ongoing

Wild Swan Theatre *Volunteer consultant for curriculum alignment* Fall 2012

Dexter Cub Scout Pack 477 *Den leader for six amazing boys* 2008-2013

Dexter District Library *Volunteer for public events* Ongoing