SHARON MISTRETTA
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SUMMARY OF QUALIFICATIONS

Creative Technology Teacher and Technology Strategist skilled in delivering Web 2.0 based lesson plans that are integrated into Pre-K through Eighth grade curriculum. Adept at working with a diverse student population to create differentiated instruction within a student-centered learning environment. Experienced at seeking out and working with faculty to create Technology supported lesson plans. Well versed in managing the strategic planning of a school's Information Technology needs.

EDUCATION

Rutgers University Graduate School of Education, Center for Effective School Practices
Alternate Route Training, October, 2010 to May, 2011

Columbia University, Teachers College, New York, NY
Masters of Arts in Computing in Education, May, 2008

Fairleigh Dickinson University, Teaneck, NJ
Bachelors of Arts in English Literature, 1979

RELATED EXPERIENCE
Tenakill Middle School, Closter, N.J. September, 2010 to present.
Technology Teacher and Technology Coordinator, Grades Fifth through Eighth, September 2010 to present

- Revamped the Technology Lab into a workable configuration to accommodate up to thirty-three students working simultaneously on iMac devices.
- Maintain the Technology Lab Calendar on First Class to book time for teachers and their classes in the Technology Lab.
- Augment the access to the Technology Lab by publishing open seats during each period so that these seats are made available to teachers who need additional computer resources during the day.
- Provide in-depth instruction to my fifth and sixth grade students in Technology class using the Microsoft Office and iWorks software suites. The New Jersey Core Curriculum Standards for Technology are incorporated into my lesson plans with Cumulative Program Indicators (CPI) clearly indicated.
- Carefully observe my students' learning styles and implement Individual Education Plans in order to fully engage all of my students according to their abilities and potential.
- Advise a daily, student-produced broadcast of morning announcements, news items and special features on a closed circuit cable TV network.
- Teach CAD using Google SketchUp in a virtual building project as well as math reinforcement.
- Coordinate the maintenance and deployment of all technology devices in the Tenakill building and provide support to all teachers and staff to understand and fully utilize technology including SmartBoards, Mimio Devices and improved skills in the Microsoft Office and iWorks Suite.
- Collaborated with a fifth grade social studies teacher to produce and implement a webquest for the Ancient River Valley Civilizations portion of the fifth grade social studies curriculum.
- Collaborated on a podcasting project using iMovie to produce individual student podcasts on book reports.
- Collaborated with an eighth grade teacher to instruct students on Evaluating Internet Resources and on a podcasting project using iMovie to produce individual student podcasts on research topics.
- Collaborated with a fifth grade math teacher on a podcasting project using iMovie to produce individual student podcasts on geometry concepts.
- Created blogs on Schoolwires for fifth, sixth and seventh grade language arts teachers.

- Implemented Rosetta Stone Software to deliver Spanish Instruction in the Technology Lab. This includes uploading and maintaining all user ids and passwords for Fifth and Sixth graders. Provide modifications for Individual Education Plans using the Rosetta Stone Manager program. Provide reports to teachers for individual students by printing selected reports on student progress. Provide technical support during Rosetta sessions to students.
- Implemented MyAccess online subscription to deliver writing lab to the Eighth Graders using the iMacs in the Technology Lab.
- Implemented the Clicker Response System (CPS) by providing training to teachers and creating files for use in either the Technology Lab or their classroom. I maintain a calendar on the First Class to book the CPS system.
- Upload student ids and passwords for the Gizmo subscription and provide technical support.
- Assist Tenakill teachers in the maintenance of their websites on the Schoolwires platform. Conduct training sessions as needed to individual teachers.

Holy Family Catholic Academy, Norwood, N.J.
Technology Teacher, Grades Pre-K through Eighth, September 2008 to June 2010
- Utilized the Smart Board on a daily basis during instruction.
- Created and implemented student-centered curriculum units utilizing differentiated instruction. My students routinely use the Smart Board as part of my curriculum to practice presentation skills.
- Develop and maintain Fourth through Eighth Grade student wikis to teach Technology Terms and Web Design.
- Developed and maintained Fourth Grade Awesome Writers wiki to provide an online creative writing forum. Conducted writing skills instruction with Smart Board Notebook presentations on grammar.
- Develop and maintain Excel Workbook units utilizing data obtained on the Internet to provide meaningful learning to Fifth through Eighth Grades. Comparison Pricing using bar graphs, Population Analysis using pie charts and Water Treatment Companies using line graphs provide the students with the opportunity to manipulate real time data to construct knowledge.
- Conduct Microsoft Word Fundamentals in First through Eighth grades. Introduce and reinforce proper keyboarding skills and keyboard shortcuts.
- Introduce and reinforce MLA formatting of research papers. Emphasize the features of Microsoft Word including sources, citations, bibliographies and table of contents.
- Teach business level Power Point utilizing the advanced capabilities of animations, transitions, and the inclusion of various types of content. Student presentation skills are fostered and reinforced.
- Developed and maintain school website. Collaborated with faculty to create teacher websites.
- Researched and fostered the acquisition of a subscription to an online library to augment student Internet research. Assist faculty in the development of virtual book carts to provide students with teacher selected materials to support curriculum assignments.
- Utilize presentation website VoiceThread for Seventh and Eighth Grade research on cholera crisis in Zimbabwe.

Reach the World Organization, A foundation that places teachers in the NYC Public School System
Intern with Columbia University, Teachers College, New York, NY, 2006 – 2008

- Created student-centered lesson plans which utilize software and internet-based technology with teachers in the New York City Public School System.
- Utilized Excel spreadsheets as databases imbedded with online links. Developed an Excel based lesson to learn about water quality tests conducted by the Reach the World crew of the Makulu on four rivers in Africa. Students follow online links to water test explanations, enter data compiled by the Makulu and graph results.
- Developed online Webquest entitled "Let's Learn About New Jersey".
- Developed a Legacy Instructional Design Model for a student centered Astronomy Unit.

CURRICULUM VITAE During my three years at Columbia University Teachers College, I wrote papers on various education topics and developed other Internet based curriculum units that I enjoy sharing with the Education Community. Links to my writing and online work can be found on my website, SharonMistretta.com

OTHER EXPERIENCE
Project Manager, United Jersey Bank, Ridgefield Park, NJ
Project Manager, 1984 – 1992

Manufacturers Hanover Trust, New York, NY
Technical Officer, 1981 - 1984

Datamatics Consultants, Englewood Cliffs, NJ
Senior Programmer/Analyst, 1979 – 1981

TECHNOLOGY SKILLS
Proficient in Microsoft Office Suite, iWorks Suite, iLife Suite, Google SketchUp CAD software, MyAccess, Blogs, Dreamweaver, Java, HTML, Inspiration, TimeLiner, Wikis, Webquests, Endnote, Clicker Response System, Data Harvest Handhelds with Flash Logger sensors, Smart Board, and Voice Thread. Well versed in using Web 2.0 sites as an educational resource. Proficient in both Mac and Windows operating systems.

CERTIFICATIONS
Provisional Certificate with Elementary Education K-5 Endorsement (Issued: 799496)
ETS Praxis Recognition of Excellence in Elementary Education: Content Knowledge
Certificate of Eligibility with Advanced Standing (CEAS) Elementary School with Subject Matter Specialization: Language Arts/Literacy Specialization in Grades 5 - 8 (Candidate)

CURRENT REFERENCES
Furnished upon request.