

29967 North Highway 12
Wauconda, IL 60084
847.875.2553
donellestaples@yahoo.com
www.donellestaples.com



EDUCATION

Graduate Certificates

E-LEARNING AND ONLINE TEACHING

University of Wisconsin-Stout
Stout, WI
August 2016

21ST CENTURY INTERVENTIONS & LEARNING

University of Saint Francis
Fort Wayne, IN
December 2011

Master of Arts in Teaching

CURRICULUM & INSTRUCTION

University of Saint Mary
Leavenworth, KS
December 2007

Education Certification

TYPE 03: ELEMENTARY

K-9 Elementary Education; Self-Contained
K-8 Technology Specialist MS Art MS Social Science
Trinity International University
Deerfield, IL
May 2004

Bachelors of Fine Arts

STUDIO ART/ELECTRONIC MEDIA

Northern Illinois University
DeKalb, IL
December 1989

PROFESSIONAL EXPERIENCE

Director of Instructional Technology (Gr. K-8)

ZION SCHOOL DISTRICT #6

Zion, IL 60099

July 2015-Present

- Coordinator of all technology systems for a school district of 2,800 students and approximately 225 staff members.
- Conduct formal presentations and periodic updates to the Board of Education, community members and district staff including the distribution of monthly reports.
- Program and facilitate on-going professional development training and in-service sessions for district personnel on program processes, technology resources, instructional practices and software applications.
- Member of District cabinet team to lead processes, protocols, and projects for educational improvement and student achievement and stakeholder for technology initiatives and needs within District office.
- Manage and evaluate technology department staff including network administrator, system specialist, technology specialist, technology media associates, and technology instructional facilitators.
- Research, coordinate, and develop vendor relationships for evaluating processes, consultants, and trainers including instructional technology contracted services.
- Supervise the selection, purchasing and maintenance of instructional technology materials, software programs and equipment for district infrastructure and classroom support.
- Developed a district technology handbook including, but not limited to, staffing projections, 3-yr technology budget, as well as comprehensive software and hardware database.
- Responsible for research and securing technology funding options through E-rate processes.
- Compose training guides & materials for district technology systems.

Educational Technology Director (Gr. K-8)

BIG HOLLOW SCHOOL DISTRICT #38

Ingleside, IL 60041

July 2012-July 2015

- Director of all technology systems for a school district of 1,800 students and approximately 200 staff members.
- Conduct formal presentations and periodic updates to the Board of Education, community members and district staff.
- Coordinate and supervise the selection, purchasing and maintenance of instructional technology materials, software programs and equipment for district infrastructure and classroom support.
- Monitor wireless infrastructure including guest wi-fi network policies.



- Management of network active directory, email and VOIP telephone system and support.
- Configure, support and oversee student management system (Skyward).
- Responsible for data collection and uploads to various district vendors including IWAS, Skyward, Follett/Destiny, MAP/NWEA, PARCC, AIMSweb, Renaissance Learning, Lifetouch, School Messenger, BoardDocs and Edline/Blackboard Engage.
- Overhaul a variety of administrative projects such as a teacher evaluation database, notification letters, financial/human resource data integration, ISBE district batch files as well as other Microsoft Excel files.
- Research, coordinate, and develop vendor relationships for evaluating processes, consultants, and trainers including the initiation of service requests/tickets with vendors such as Sentinel, MIDCO, Simplex, Techstar, Lifetouch and Skyward.
- Manage contracted technology service personnel.
- Program and facilitate on-going professional development training and in-service sessions for district personnel on program processes, technology resources, instructional practices and software applications.
- Establish and maintain technology Help Desk ticketing system.
- Compose training guides & materials for district technology systems.
- Responsible for the design, data migrations, management and updates of the district website and exterior electronic signage.
- Illustrate and design district logo, letterhead, business cards, registration materials and processes, custom report cards, district custom forms as well as various icons and program identity materials for Special Education Department, Rtl program, Community Fundraising and other District initiatives.
- Responsible for generating parent notification system messages, reports and troubleshooting issues.

RtI Coordinator (Gr. K-8)

BIG HOLLOW SCHOOL DISTRICT #38
Ingleside, IL 60041

June 2009-July 2012

- Founded a District-wide Rtl program including all program processes and documentation.
- Introduced the District Rtl logo and acronym STEP (Support To Encourage Progress).
- Designed a variety of informational materials, training guides, brochures, and documentation materials in print and electronic formats for professional use including editable forms.
- Generated district screening data and growth reports to facilitate appropriate support for students.
- Organized and formally communicated the Rtl structure, processes and data for the Board of Education, community members, and staff.

- Programmed an electronic data management system of student assessment data with a communication system for staff and parents.
- Educated staff through continuing professional development regarding program processes, technology resources as well as instructional practices and supports.
- Researched, selected, and implemented universal screening assessments for the Rtl program, which included Measures of Academic Progress (MAP), STAR Reading and Math assessments, and AIMSweb.
- Trained staff on the uses of district-wide assessment systems.
- Collaborated with building principals/administrators and technology department to implement universal screening assessments and Rtl supports including scheduling, training and coordination of staff to administer the assessments.
- Managed and coordinated interventionists to provide secondary (Tier II) and tertiary (Tier III) interventions.
- Facilitated bi-monthly progress monitoring meetings with interventionists to discuss students' response to interventions and determine the need to change intervention strategies, frequency or duration.
- Ensured intervention support materials were developed, accumulated, and accessible to all teachers.
- Critiqued and analyzed additional program components to enhance current structure and materials.

General Education Teacher (Gr. 1)

BIG HOLLOW SCHOOL DISTRICT #38
Ingleside, IL 60041

August 2004-July 2009

- Founded a District-wide Rtl program including all program processes and documentation.
- Successfully created a safe, nurturing, and exciting classroom environment that actively engaged students through various research based instructional strategies.
- Originated a technology-based intervention fluency program for struggling readers to align to potential state and federal mandates.
- Programmed a computerized grading system for First Grade team members.
- Authored a self-correcting computerized sight- and spelling-word program to compliment Houghton Mifflin reading series curriculum for supplemental support.
- Implemented leveled reading assessment system using A-Z Reading and Raz-Kids for students and trained other team members on the process.
- Coordinated textbooks, materials and field trips for the First Grade Team.
- Supervised a student teacher in 2007 and 2009.



Graphic Designer-Print Media

GRAPHIC ENDEAVORS (SELF-EMPLOYED)
Wauconda, IL 60084

1994-2004

- Successfully sustained an independent freelance business for a variety of clients and design agencies.
- Conceptualized, created and executed designs in print related materials including ads, logos, promotional mailings, catalogs, brochures, calendars and conference programs.
- Managed design projects from concept development to print including press check quality control.
- Developed brand identity for new and existing corporations/businesses with experience in brand licensing guidelines.
- Package design development.
- Typeset and developed/edited vector and photographic files for printing.
- Design, layout and typesetting of quarterly business publications along with file execution for printing.
- Experience with the Pantone color matching system.

Consolidated Press Inc. (CPI)

PRE-PRESS GRAPHIC DESIGNER
Elk Grove Village, IL 60009

1992-1994

- Created designs in a fast paced environment to meet deadlines.
- Experience with working on multiple projects simultaneously.
- Responsible for pre-press file preparation of in-house and supplied graphic design layouts.
- Experience with color separations.

Bell Litho Inc.

PRE-PRESS GRAPHIC DESIGNER
Elk Grove Village, IL 60009

1992-1994

- Prepare and collect electronic files for print.
- Layout of monthly retail publication along with executing files for print.
- Worked closely with vendors for managing edits.

Art Dept. Inc.

TYPESETTER
Gurnee, IL 60031

1990-1992

- Provide typeset copy for manual paste-up design.