

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/GRAPHIC DESIGN/
ELECTRONIC MEDIA
Northern Illinois University DeKalb, IL
December 1989

PROFESSIONAL PRESENTER

NSPRA 2019 Washington D.C.

INSPRA 2019 Naperville IL

You Too Can Do...Dynamic Digital Dashboards

PROFESSIONAL AWARDS

INSPRA 2020

Return To Learn Program

INSPRA 2019

LobbyGuard Campaign

Fine Arts Festival Program

INSPRA 2018

Zion Connection District Publication

Strategic Plan Website Portal

Grading Guidelines Special Purpose Materials

Opportunity Excelerate Program (OEP) Branding

Discover U Branding & Marketing Materials

PROFESSIONAL EXPERIENCE

Director of Technology & Innovation (Gr. PreK-8)

ZION SCHOOL DISTRICT #6 - Zion, IL 60099

July 2020-Present

- Continue to fulfill duties as Director of Technology and Program Management since 2015.
- Counsel top management/cabinet, building administration, and staff regarding effective technology programs and initiatives.
- Continue as a member of district administration cabinet team.

Director of Technology, Communications & Instructional Program Management (Gr. PreK-8)

ZION SCHOOL DISTRICT #6 - Zion, IL 60099

July 2017-June 2020

- Continue to fulfill duties as the Director of Technology since 2015 in addition to establishing and leading the Communications Department.
- Management all district registration and assessments processes and materials.
- Direct and oversee communication programs that effectively describe and promote the organization and its products.
- Implementation of an online, eEXPLORE mini-course program and portal for supplemental exploratory/discovery-based learning.
- Coordinate, schedule, and implement professional development and teacher institute day trainings both in-person and/or online for district personnel focusing on program processes, technology resources, and software applications.
- Participates as an active member of the senior cabinet team to manage district initiatives and collaborative with all departments for implementation of the District's strategic plan and long term goals.
- Curate promotional campaigns in various media types of media
- Counsel top management, building administration, and parent committees on effective communication strategies.
- Manage all aspects of the school's print and electronic communications, ensuring the continuity of the school's brand and logo, as well as the in-house creation, design, budget and production of events and all school publications.
- Serve as a writer and editor for District materials, oversee content and layout and posting of necessary information.
- Manage all digital avenues; district website management and content curation, online campaigns, email marketing, social media management, digital content production and notification system messaging.
- Lead and/or support public engagement efforts.
- Coordinate crisis management and emergency communications and lead staff training of processes.
- Compose training guides/materials for district systems and personnel.
- Manage and evaluate Communications Department staff as well as manage the Technology Department staff.

Director of Instructional Technology (Gr. PreK-8)

ZION SCHOOL DISTRICT #6 - Zion, IL 60099

July 2015-June 2017

- Coordinator of all technology systems and programs for a school district of 2,800 students and approximately 500 staff members.
- Conduct formal presentations and periodic updates to community members and district staff.
- Program and facilitate on-going professional development training and in-service sessions for district personnel on program processes, technology resources, and software applications.



Continued from pg. 1

- 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.
- 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.

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.
- Coordinate and supervise the selection, purchasing and maintenance of instructional technology materials, software programs and equipment for district infrastructure and classroom support.
- Management of network active directory, email and VOIP telephone system, and wireless infrastructure.
- Configure, support and oversee student management system (Skyward) and Library Information System (Follett).
- Program and facilitate on-going professional development training and in-service sessions for district personnel.
- 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, RtI program, Community Fundraising and other District initiatives.
- Responsible for generating parent notification system messages, reports and troubleshooting issues.

RtI/MTSS Coordinator (Gr. K-8)

BIG HOLLOW SCHOOL DISTRICT #38
Ingleside, IL 60041

June 2009–July 2012

- Founded a District-wide RtI program including all program processes, documentation, branding of a District RtI logo and acronym STEP (Support To Encourage Progress).
- Designed a variety of informational materials, training guides, brochures, and process documentation in print and electronic formats for professional use including editable forms.

- Organized and formally communicated the RtI 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.
- Trained staff on the uses of district-wide assessment systems.
- Facilitated bi-monthly progress monitoring meetings with interventionists
- 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

- 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.
- Supervision of a student teacher in 2007 and 2009.

Graphic Designer-Print Media

GRAPHIC ENDEAVORS (SELF-EMPLOYED)
Wauconda, IL 60084

1996–2004

- 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.