

Carole L. Colburn

Objective

Instructional Technologist...especially in a positive-oriented, innovative school district where there is a need to assure a broad-based cooperative effort to achieve community goals in the area of instructional technology.

Professional Experience

August 2003 - Present [Howell Public Schools](#) Howell, MI

Technology Literacy Teacher

- Develop and deliver grade-level, and standards-based curriculum for grades 6-7-8
- Manage classroom and records for 165 students per quarter
- Establish positive relationships with students, parents and peers to ensure forward progress is made in the area of technology literacy

July 2000-July 2003 [Howell Public Schools](#) Howell, MI

District Instructional Technology Specialist

- Develop and deliver technology integration curriculum for teachers ([T4: Tomorrow's Technology/Today's Teachers](#))
- Plan and deliver staff development for [Professional Development](#) Days
- Develop and deliver technology training to all teachers and staff in the use of all district software packages including Microsoft Office applications as well as SASI, Class XP, Integrate Pro, ABACUS and numerous others
- Consult with and assist teachers directly to integrate technology within their individual curriculum
- Certified [Teach For Tomorrow](#) Facilitator
- Certified [Best of Practices](#) Facilitator
- Guide teachers through [TTI](#) process
- Guide teachers through [ITTI](#) (NETg On-line Training)
- Write technology curriculum for students (based on Michigan Curriculum Framework and National Technology Standards and Benchmarks)
- Develop and maintain training web page (www.howellschools.com/~training)
- Develop and publish monthly technology newsletter ([HPS TECH TIMES](#))
- Develop and deliver weekly "[Technology Tips](#)" e-mail to all staff
- Write technology grants
- Investigate and evaluate effectiveness of emerging technologies for district use
- Implement and maintain [MOUS Certification](#) Testing Center

1998-2000 [New Horizons Computer Learning Center](#) East Lansing, MI

Senior End-User Instructor

- Attended, prepped and delivered training (Beginning, Intermediate, and Advanced levels) in over 50 different software programs to thousands of adults including, but not limited to the following:
 - Microsoft Word 2000, 97, 95, 6.0
 - Microsoft Excel 2000, 97, 95, 5.0
 - Microsoft Power Point 2000, 97, 95, 4.0
 - Microsoft Access 2000, 97
 - Microsoft Outlook, 2000, 98, 97
 - Microsoft Project 98
 - Corel WordPerfect 9.0, 8.0, 7.0, 6.1
 - Windows 2000, 98, 98 Second Edition, 95, NT, 3.1
- Consulted exclusively with both small and large organizations and companies to achieve successful software

- migration (Sparrow Health System, GM Powertrain Plant, Consumer's Energy)
- PC Applications Help Desk Specialist (contracted with Consumer's Energy)
- Technology migration specialist

1995-1998 [Tahquamenon Area Schools](#) Newberry, MI

Substitute Teacher

- Taught K-12 all subjects, all grade levels

Education

1998 - present [Michigan State University](#) East Lansing, MI

Master's Degree in Educational Technology Program

- Master's In Educational Technology –will be completed June 2003
- 4.0 GPA thus far

Educational Technology Certificate

- Received a 4.0 GPA in completing program

1980-1982 [Northern Michigan University](#) Marquette, MI

- Graduate Assistant in Theatre
- Began graduate courses in Education

1974-1979 [Youngstown State University](#) Youngstown, OH

BS in Education

- Valid Michigan secondary Teaching Certificate
- Certified 7-8 all subjects
- Certified 9-12 BX Endorsement

Additional Professional Activities

- Mayor of Village of Dansville March 2000-present
- Village of Dansville Trustee July 1999-February 2000
- Member of [Toastmaster's International](#) 1989-2000
- Professional speaker for 15+ years

Professional Memberships

- International Society for Technology Education ([ISTE](#))
- Michigan Association for Computer-related technology Users in Learning ([MACUL](#))

Certifications/

- Online Teacher Certification: [Michigan Virtual High School](#) (July 2003)

Awards received

- "Excellence in Education Award": [State Association of School Boards](#) (April 2003)
- "Microsoft Office Specialist" Certified in: Outlook 2000, Word 2000, Power Point 2000, Excel 2000
- Employee of the Month (Oct. 1999) at New Horizons for high achievement on evaluations and leadership
- Instructor of the Month (March, April, July 1999) at New Horizons for high achievement on evaluations
- 1998 Division International Speech Contest Champion (Toastmaster's)

- 1996 Region VI Evaluation Contest Champion (Toastmaster's)
- 1994 through 1998 District international Speech contest Finalist (Toastmaster's)
- 1992 District 62 Club President of the Year (Toastmaster's)
- Hundreds of awards for public speaking