

Melissa A. Linton

KPBSD Curriculum Coordinator

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WORK EXPERIENCE

Kenai Peninsula Borough School District † Soldotna, AK † 2013 - Present

Curriculum Coordinator

Facilitate curriculum revision process for all content areas. Offer leadership in determining resources that align with the developed curriculum. Oversee material and resource acquisition processes. Facilitate the development of common formative and summative assessments for all content areas. Plan training and professional development opportunities for all staff. Supervise teacher enrichment evaluations for staff.

Kenai Peninsula Borough School District † Soldotna, AK † 2006 - 2013

Principal, K-Beach Elementary School

Provided instructional leadership for K-6 elementary school staff and students comprised of 400 students and 50 staff members. Supported and modeled collaborative practices to promote a positive school culture amongst staff, students, parents, and community members. Supervised, evaluated, and hired certified and non-certified staff. Maintained and ensured a safe, clean and respectful learning environment for all students and staff as well as K-Beach community members. Provided instructional leadership by overseeing, monitoring, and introducing effective research-based curriculum, instruction, assessment, and other educational programs. Ensured staff utilized data analysis protocols for formative and summative assessments as a means of making informed data-driven decisions about instruction.

- Organized and oversaw building committees to include the K-Beach Site Council and Intervention Team.
- Secured appropriate technology resources and professional development for all staff to increase student engagement in learning 21st Century learning skills such as communication, collaboration, critical thinking, and creativity.
- Coordinated and facilitated an ongoing, meaningful professional development program for staff using tools and protocols from Langford Processes, Educational Impact Critical Friends, and Professional Learning Communities.
- Communicated regularly with parents and community members regarding school events, goals, evaluations, school action plan, and overall improvement to the school.
- Assembled, modified, and recommended budget requisitions for the school and provided written official reports.
- Served on various district-level committees to include the development of the new teacher evaluation system and the Principal Evaluation Committee.
- Served on the School Board's Committee for Teacher Evaluation and Principal Evaluation; trained initial district leaders and teachers on Danielson Group's Framework for Teaching.

Danielson Group † Princeton, NJ † April 2013 - Present

Consultant

Consult to school districts, administrators, and teachers on mentoring, teacher supervision, collaborative processes, effective instructional practices, data-driven conversations, standards-based curriculum and assessment design, and successful school improvement structures. Provide high-quality professional development to school districts, administrative teams and teachers on classroom and school improvement initiatives.

- Served as a Presenter for the National Association of Elementary School Principals and the Alaska Principals' Association on how to effectively utilize the Danielson Framework for Teaching for supervision, mentoring, and school improvement planning.

- Facilitate national webinars for teachers and administrators on effective instructional practices, assessment, and teacher evaluation.
- Steered learning-focused, data-driven conversations to promote effective and innovative instructional practices

Franklin Northwest Supervisory Union ✦ Swanton, VT ✦ 2002 - 2006

Curriculum, Assessment, and Federal Grants Coordinator

Managed, created, and implemented pre-K-12 curriculum, instruction, and assessments for 5 public school and 2,100+ students. Coordinated and monitored all federal programs including Title I interventions programs. Planned, coordinated, and taught professional development courses for administrators and teachers based on needs assessments, school action plans, and student achievement data.

- Wrote, managed, and coordinated competitive and non-competitive federal and state grants; Comprehensive School Reform Grant, and the 21st Century Community Learning Grant.
- Coordinated, developed, implemented, and evaluated pre-K-12 curriculum and local assessment plans for language, arts, mathematics, science, and unified arts programs.

ETS Pathwise® ✦ Locations throughout Vermont ✦ 2004 - 2006

Vermont State Trainer

Provided professional development workshops based on Charlotte Danielson's work - A Framework for Teaching: Enhancing Professional Practice. Taught and consulted school-based teams of teachers and administrators on mentoring supervision, evaluation, teamwork, data collection, and analysis.

EDUCATION

UNIVERSITY OF VERMONT | BURLINGTON, VT

Coursework toward Ed.D. in Educational Leadership and Policy Studies

Completed comprehensive examination

NORTHWESTERN UNIVERSITY | EVANSTON, IL

Master of Arts, Music

EASTMAN SCHOOL OF MUSIC | ROCHESTER, NY

Bachelor of Arts, Music Education

Bachelor of Arts, Percussion Performance

Performer's Certificate in Percussion Performance

PROFILE

- Noteworthy background in music education with experience as a high school Music Director and as an Adjunct Professor teaching college-level music courses to music majors; advised the Johnson State College Vermont student chapter of the Music Educators National Conference; percussionist in the Vermont Symphony Orchestra.
- Member of the Alaska Elementary Administrators Association and the National Association for Supervision and Curriculum Development.
- Served as consultant for the Lamoille Area Professional Development Academy and the Alaska Staff Development Network on effective instruction, assessment development and collaborative observation processes.