

Melissa Cook

P.O. Box 19442
Thorne Bay, Alaska
307 899-9001
melissa@paintrocks.net

Objective: To obtain an administrative position in an Alaska school district.

Certifications

Alaska: K-12 Type B, 5-12 Social Studies, 5-9 Math, K-12 Tech Endorsement

Wyoming: 5-12 Social Studies, K-12 Health, 5-9 Middle School, K-12 Technology

Education

M.S. University of Alaska Anchorage 2007, K-12 School Administration

M.S. University of Alaska SE 2002, Education with Educational Technology Emphasis
Endorsement, Black Hills State University 1995, K-12 Health

B.S., Black Hills State University 1994, Secondary Education & Middle School GPA 3.64/4.0 B.S., Black Hills
State University 1993, Composite Social Science Pre-Law GPA 3.52/4.0

Honors

Exemplary Stakeholder, SISD 2007

State Legislators' Award, SISD 2006

Exemplary Stakeholder, SISD 2005

Professional Service Award, AEBSD 1997

Graduated Magna Cum Laud, BHSU 1994, 1993

Academic Excellence Award, BHSU 1994, 1993

Honorable Mention's List 1994, 1990, 1989

Professional Experience

**2004-2008 District Administrator with duties as Curriculum/Professional Development Director, State/
Federal Grants Manager, Grant Writer & Special Education Coordinator**

Southeast Island School District, Thorne Bay, Alaska

Duties: Spearheaded distance delivery via video conferencing, Apple 1 to 1 laptop program, a special education research project for the state board of education and state department of education that changed the laws for special education delivery; Curriculum Director including chair of all curriculum related committees and restructuring of the Quality Schools Model for SISD, Professional Development Director, Federal Grants Coordinator including management of state & federal grants, district grant writer, assist the superintendent with various administrative tasks including staff contact person, steering committee chair, various district committees member and/or chair, AYP & NCLB, staff in-service, oversee various district programs, required district state paperwork, directed strategic planning annually, Special Education Coordinator

2002-present Adjunct Instructor

University of Alaska Southeast, Ketchikan & Juneau, Alaska

Duties: Instruct recertification and masters program classes in education and technology

1999-2005 K-12 Generalist Teacher

Southeast Island School District, Thorne Bay, Alaska

Duties: Various teaching assignment in grades 1st-12th all subject areas, staff development in technology, mentorship of several new teachers, high school adviser for student council, barriers team member and chairman, CCRT - contract negotiations team, technology committee, standards model development, technology instruction of students 1st-12th

1998-99 Technology Coordinator

TRECA, Marion, Ohio

Duties: Technology building coordinator for two elementary schools 400-500 students each. Professional development for teachers by way of classes offered for graduate credit and individual assistance, ARCTIC web page, ARCTIC business partnerships, assistance with ARCTIC intern teacher training, technical assistance and technology plan for Dublin City Schools, trouble shooting, teacher/trainer resources and step sheets for software programs

1997-98 Middle School Teacher

Craig City Schools, Craig, Alaska

Duties: Teacher of a middle school mixed grade classroom in the subjects of language arts, social studies, art, speech, journalism and reading. As the middle school student council advisor, I assisted the students with many school projects. Throughout the year, I participated in the development of the health and K-12 technology curriculum, established a middle school mini computer lab in my classroom.

1995-97 K-12 Generalist Teacher

Aleutians East Borough School District, Sand Point, Alaska (located in remote site of Nelson Lagoon)

Duties: K-12 classes all subjects, all grade levels for a student body of twelve (12), coaching in co-ed volleyball and basketball

Scholarly Activities

Publications

Cook, Melissa L., *Special Education in the 21st Century*. Research for State Board of Education & University of Alaska Anchorage Masters in Administration program. Anchorage. 2007.

Cook, Melissa L., Higson, N., Lacey, S., Nygaard, J., and Robertson, J. *Procotols for VTC Special Education Services: Unlocking Student Potential through Innovation & Latest Tools for Instruction*. State Department of Education. Juneau. 2007.

Cook, Melissa L., *Teaching in the Last Frontier: Bush Humor, Bush Life*. Internet publication. 2002.

Cook, Melissa L., *The College Student's Handbook to Financial Assistance & Planning*. Moonbeam Publications. Detroit. 1992.

Presentations

Cook, Melissa L. (February 2008). *Providing Special Education Services via Video Conferencing*

Cook, Melissa L. and Lacey, Sonya. (February 2008). *Meeting NCLB by Plunging into Video Teleconferencing*. ASTE. Anchorage.

Cook, Melissa L. (January 2002). *Integrating Technology into the K-12 Classroom*. ASTE. Anchorage.

Cook, Melissa L. (November 2001). *iMovie in the Classroom*. SISD. Thorne Bay.

Cook, Melissa L. (January 2001). *Integrating Technology into the K-12 Classroom*. ASTE. Anchorage.

Leadership, Service

2008-present President Southeast Youth Advocates – Brd. Of Directors

2006-2007 Secretary Southeast Youth Advocates – Brd. of Directors

2005-present Member POW Vocational Education Team

2004-2006 President Advisory School Council Thorne Bay School
 2002-present Adj. Instructor University of Alaska SE
 2004-2006 Treasurer SIEA - local union
 2004-present Chair SISD Steering Committee
 2004-2007 Chair All SISD Curriculum Committees
 2002-2004 Treasurer Thorne Bay Booster Club
 2002 Developer University of Alaska Juneau Mentor Web Site
 2000 Developer Thorne Bay Tech Resource Web Site - SISD
 2000-present Member/Chair SISD Barriers to Learning Team
 2000-2003 Cooperating Teacher for UAS, Japanese Intern, Teacher & UAA for two student teachers & two interns
 1999-2007 Member/Chair Technology Committee
 1999-2007 Mentor Teacher Mentor, Student Teacher Supervisor

Additional Training

Podcasting – ASTE 2008
 Special Education Director 2007
 Formative Assessment 2007
 No Child Left Behind 2006
 Data Analysis 2005
 E-Rate 2005
 Grant Writing 2004
 Technology Conferences 1998-2002
 Multiple Technology Trainings 1998-2004
 Saxon Mathematics 1995
 River Deep (mathematics) 1998 & 2005
 Knovations 1998
 Teacher In-Services 1995-2005
 Writing Conference 1997
 Special Education Issues 1995-2002
 Motivation & Leadership 1998
 Health Conferences 2000-2001
 Standards Model & Quality Schools 2000-2005
 CPR Instructor/First Aid 1995
 Physical Education Training 2001-03 & 2005
 Cub & Girl Scout Leader 1992-1997
 Barriers to Learning 2000-2005
 Foster Care Training 1992
 Domestic Violence & Rape Crisis Center Training 1990
 FAS Training 2001-2002
 Educational Leadership 2002

Active Interests: Family, technology, research, reading, writing, outdoors, family pets, beading

Personal: Married; Three children ages 17, 19 & 20