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# ELIZABETH WEIS

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## DIGITAL RESUME AND PORTFOLIO

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- <https://elizabethweis.me/>

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## PROFESSIONAL SUMMARY

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Experienced Educational Administrator with a strong record curriculum and technology leadership, excelling in team-building, managing multiple priorities, and advancing district-wide instructional initiatives. Brings seven years of experience as a Literacy Specialist, supporting standards-aligned curriculum and instructional coherence. A positive leader of staff and faculty through successful coaching, coordinator roles, and director roles, the development and implementation of district-wide initiatives, and comprehensive curriculum writing that integrates best instructional practices and technology. An educational leader committed to promoting success for all students through equitable, data-informed curriculum design.

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## SKILLS

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- Experienced curriculum design and technology education integration specialist including iReady
- Experience researching and implementing technological tools and programs to support curriculum
- Parent partnerships and committee work including Technology education and training
- Experience in staff coaching, curriculum development, professional development and program implementation
- Administrative experience including program development, supervision, budgeting, and management
- Interdepartmental collaboration and curriculum planning experience

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## WORK HISTORY

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**Director of Instructional Technology**, 09/2023 - Current

**Connetquot Central School District** – Bohemia, NY

- Developed policies and procedures related to data privacy and digital citizenship, fostering responsible use of online resources among students and staff.
- Implemented a comprehensive assessment system to track progress towards instructional technology goals across the district.

- Evaluated instructional software and hardware, ensuring alignment with district goals and maximizing return on investment.
- Enhanced instructional technology integration by developing and implementing strategic plans for district-wide adoption.
- Chaired the district's Instructional Technology Committee, fostering collaboration and communication among key stakeholders.
- Oversaw a team of Instructional Technology Specialists who provided ongoing support to schools during their transition towards digital learning environments.

**District Humanities Coach (K - 5), 08/2022 - 09/2023**

**South Huntington Union Free School District – Huntington Station, NY**

- Coached teachers to improve practices through professional development, modeling instructional strategies, and training in the use of technological communication tools for data sharing and instruction.
- Inventory of curriculum supplies and materials in four elementary buildings.
- Built and maintained collaborative relationships with students, parents, colleagues and administrators.
- Make informed curriculum decisions including pacing calendars, acquisition of consultants, and a digital repository of materials for educators.

**Coordinator of Tutor Cats, 07/2021 - 08/2023**

**South Huntington Union Free School District – South Huntington, NY**

- Collaborated with faculty and administrator to develop a tutoring and mentorship program for struggling students.
- Monitored resources, materials, and volunteers.
- Developed partnerships with parents, and schools to create this collaborative program.
- Communicated with the transportation department regarding student needs.

**Administrator of Summer Learning Program, 05/2022 - 08/2022**

**South Huntington Union Free School District – Huntington Station, NY**

- Effectively provided professional development to implement new Summer Learning Curriculum in both Literacy and Math.
- Conducted faculty meetings.
- Maintained school focus on learning by enforcing rules related to academics, student discipline, and class attendance.
- Kept school in full compliance with established district policies, curriculum, and student safety.
- Verified student grades, attendance and schedules.
- Managed resources and staff.
- Maintained positive relationships with faculty and community.

**Technology Coach, 08/2021 - 08/2022**

**South Huntington Union Free School District – South Huntington, NY**

- Implemented new coding curriculum (Codesters).

- Organized and implemented Coding Club (Grades 3 - 5).
- Provided professional development for available educational technology and effective integration district wide.
- Executed parent training on new technological communication tools and at home learning tools.
- Research and suggest new technologies for purchase.
- Create curriculum maps.

**Co- Director Technology Ambassador Program, 02/2021 - 08/2022**

**South Huntington Union Free School District – South Huntington, NY**

- Directed fifth grade students in implementing independent troubleshooting and technological support within their individual classrooms.
- Conducted an interview process for fifth grade students to participate in this new vision.
- Guided students in creating tutorial videos to share how to utilize accessibility features to engage in productive learning.

**Coordinator of Coding and Design Program , 09/2021 - 06/2022**

**South Huntington Union Free School District – South Huntington, NY**

- Create Coding and Design Club Curriculum for students grades 3 - 5.
- Organize transportation for all club members.
- Led weekly meetings and activities.
- Shared activities via social media and ParentSquare platforms.
- Conducted registration process.

**STREAM Saturday Educator, 04/2022 - 04/2022**

**South Huntington Union Free School District – South Huntington, NY**

- Developed an interactive Lego WeDo activity for parents and students.
- Assisted parents and students in troubleshooting during building and coding designs.
- Organized materials and created presentations to support activity.

**Coding and Design Camp Teacher, 06/2021 - 08/2021**

**South Huntington Union Free School District – South Huntington, NY**

- Implemented coding programs including Code Monkey, CS First, Scratch, and Scratch Jr.
- Helped to maintain fun and collaborative classroom environment where technology rules were respected.
- Created and implemented coding activities designed for exploration and hands-on learning.

**Technology Mentor , 08/2020 - 08/2021**

**South Huntington Union Free School District – South Huntington, NY**

- Facilitated workshops and seminars to foster development of problem-solving, decision-making, and critical thinking.
- Served as role model for educators grade 3 - 5 by demonstrating the integration of available educational technology.
- Provided corresponding professional development for available educational technology.

**Grade 3 Remote Educator, 08/2020 - 08/2021**

**South Huntington Union Free School District – Huntington Station, NY**

- Assessed student progress by administering tests and evaluating results virtually.
- Implemented digitally classroom management techniques such as Closegap, GoGuardian, Google Meet settings, and more.
- Organized digitally classroom supplies and resources to meet the needs of all students.

**Summer Literacy Program Teacher, 06/2020 - 08/2020**

**South Huntington Union Free School District – South Huntington, NY**

- Planned engaging literacy activities based on assessment to support the literacy needs of students
- Communicated frequently with parents, students, and faculty to provide feedback regarding intervention services.
- Modified lessons and curriculum to accommodate diverse learners by using a variety strategies

**Literacy Specialist, 08/2014 - 08/2020**

**South Huntington Union Free School District – South Huntington, NY**

- Assessed literacy needs by reviewing student data.
- Conducted progress monitoring of students and Benchmark assessment.
- Provided planned objectives and instruction for struggling readers including Fountas and Pinnell Leveled Literacy Intervention, Wilson Just Words, Visualize and Verbalize, and guided reading strategies.

**Literacy Specialist, 09/2011 - 08/2014**

**St. Edward The Confessor School – Syosset, NY**

- Conducted ongoing evaluations of literacy improvement action and communicated results to teachers and administrators.
- Assessed literacy needs of school by reviewing student data and current curriculum.
- Designed and implemented the school-wide Balanced Literacy Plan based upon testing and data analysis which resulted in overall increases of reading comprehension (Grades Kindergarten - 5).
- Conducted small group instruction based upon reading needs to support and develop reading comprehension skill.

**Pre - Kindergarten Teacher, 09/2010 - 06/2011**

**St. Edward The Confessor School – Syosset , NY**

- Established positive communication with parents in daily conversation and formal conferences.
- Maintained organized, fun and interactive classroom to help children feel safe.
- Utilized creative teaching strategies to engage students in classroom.
- Implemented age-appropriate curricula to meet needs of young learners.

**CPSE Special Education Teacher, 09/2009 - 06/2010**

**Northport - E. Northport Union Free School District – Northport, NY**

- Participated in annual reviews and/or initial referrals.

- CPSE committee member (Special Education Teacher role).
- Evaluated existing plans, and goals.
- Planned services to identify opportunities for improvement and support.

**Substitute Teacher** , 05/2008 - 06/2009

**St. Edward The Confessor School** – Syosset, NY

- Followed classroom plans left by class teacher to insure continuity.
- Continued classroom routines to support student environments.
- Kept students on-task and supported student needs.
- Maintained classroom management strategies.

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## EDUCATION

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**Advanced Graduate Certificate** : Educational Leadership (SDL/ SBL), 05/2021

**Stony Brook University** - Stony Brook, NY

**Advanced Graduate Certificate** : Educational Technology, 05/2017

**Stony Brook University** - Stony Brook, NY

- Awarded Badges: Educational Technology and Curriculum Design/ Online and Blended Learning

**Master of Science: Literacy (K - 12)**, 05/2010

**Dowling College** - Oakdale, NY

**Bachelor of Arts: Child Study And Speech Communication**, 05/2008

**St. Joseph's University** - Patchogue, NY

- Member of Phi Theta Kappa Speech Honor Society
- Dean's List

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## CERTIFICATIONS

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- School District Leadership
- School Building Leadership
- Literacy (Kindergarten - Grade 6)
- Literacy (Grades 6 - 12)
- Childhood Education (Grades 1 - 6)
- Early Childhood Education (Birth - Grade 2)
- Students with Disabilities (Grades 1 - 6)
- Students with Disabilities (Birth - Grade 2)