

DEBORAH L. KOEHLER

OBJECTIVE

To obtain a position within a school library setting where I hope to motivate active young minds to broaden their experiences and become critical thinkers as they develop a love for lifelong reading and learning.

EDUCATION

1984 - 1988 <i>Bachelor of Science in Education</i> Dean's List Spring 1988	West Chester University GPA 4.06 (student teaching semester)	West Chester, PA
Fall 2008 <i>Children's Literature and Cultural Diversity (RDG 516)</i> <i>Methods of Teaching Elementary Mathematics (MED 506)</i>	University of Phoenix 3 credits 3 credits	Online for Act 48
2011 – 2013 <i>Master of Science in Library Science</i>	Clarion University Online Program GPA 4.0	Clarion, PA (Online)

CERTIFICATION

September 1988	Pennsylvania Instructional I, Elementary K-6
May 2014	Pennsylvania Instructional I, Library K-12

PROFESSIONAL EXPERIENCE

June 2010 – present <i>Faculty Assistant/HR Coordinator/Time Collection Manager</i>	Lewis-Sigler Institute, Princeton University	Princeton, NJ
<ul style="list-style-type: none">▪ Handle paperwork for new hires, reappointments, staff transfers, and terminations within LSI▪ Interact with other departments for HR matters (Dean of Faculty's office, other science departments)▪ Maintain calendar, make travel arrangements, and maintain files for two faculty members and their labs▪ Maintain absence management and time collection for the department▪ Gather receipts and create reimbursement vouchers for faculty, fellows, and postdoctoral researchers in laboratories▪ Arrange for candidates to visit LSI to present seminars and organize reimbursement for their expenses▪ Created website for faculty member▪ Arrange meeting rooms for various meetings/seminars▪ Act as backup for other administrative assistants within LSI▪ Temporarily acted as Student Administrator while she was on maternity leave		
February 2009 – May 2010 <i>Guest Teacher</i>	Pennsbury School District	Fallsington, PA
<ul style="list-style-type: none">▪ Maintained established structure in classroom when guest teaching in elementary and middle school classrooms▪ Received repeated requests to return to many libraries and classrooms due to exemplary performance▪ Followed lesson plans in elementary level libraries and classrooms up to grade seven▪ Utilized library management software to check materials in and out of the library, run reports as needed, and look up materials in catalog for students and staff		
January 1995 - December 2002 <i>Administrative Officer, School of Social Science</i>	Institute for Advanced Study	Princeton, NJ
<ul style="list-style-type: none">▪ Handled member application process: prepared and mailed announcements, compiled and maintained confidential correspondence and applicant lists, responded to all applicants and negotiated stipends▪ Participated in hiring process for School staff▪ Completed performance appraisals for School staff and negotiated salary increases▪ Prepared grant proposals and reports for government and foundation funding▪ Coordinated School seminars, conferences and events▪ Handled all arrangements for member housing and office space for visiting members▪ Maintained School Website▪ Reviewed School budget with IAS Budget Officer▪ Reviewed grant budgets and tracked spending with Executive Officer		

May 1991 - December 1994 Institute for Advanced Study Princeton, NJ
Secretary to the Manager of Human Resources and the Manager of Administration

- Calculated and produced annual Benefit Statements for each staff and faculty member
- Interacted with health insurance companies on behalf of faculty, staff and visiting scholars
- Maintained files for various maintenance projects and real estate properties owned by the IAS for the Manager of Administration
- Produced the Institute Telephone Directory
- Maintained and updated staff vacation and sick time for all employees
- Assisted Human Resources Manager with interview process (scheduling, submitting ads for positions, etc.)
- Issued informational memos and invitations for various IAS events to Institute community

September 1988 – June 1989	Chichester School District	Boothwyn, PA
<i>Substitute teacher</i>	Garnet Valley School District	Glen Mills, Pa
	Penn Delco School District	Aston, Pa

- Long-term substitute position in 4th grade at Boothwyn Elementary School in the Chichester School District for classroom teacher out on medical leave for several months in Spring 1989
- Maintained established structure in classroom when substituting

June 1988 – August 1988 <i>Summer school teacher</i>	New Castle County Vocational-Technical School District	Wilmington, DE
---	--	----------------

- Taught English 11 makeup class that included grammar and literature to 11th graders
- Assigned homework and essays
- Created and administered tests and final exam

January 1988 – May 1988 <i>Student Teacher</i>	Chichester School District	Boothwyn, PA
---	----------------------------	--------------

- 1st grade, Marcus Hook Elementary School
- 6th grade, Hilltop Elementary School

June 1987 – July 1987 Benchmark School Media, PA
Teacher's aide for summer language arts program
Reading instruction and practicum internship under Dr. James Habecker, West Chester University

- Assisted classroom teacher with summer curriculum
- Devised lesson plans for daily seatwork exercises and journal sessions
- Directed reading lessons
- Filled in as teacher under the director of summer session when regular classroom teacher became ill
- Participated in two in-service workshops
- Attended practicum four days a week

February 1987 – November 1987 <i>Associate Child Supervisor</i>	Aston Child Care	Aston, PA
--	------------------	-----------

- Supervised children ages eighteen months to six years
- Substituted for accredited teachers in their absence
- Administered medication to children as per direction of parents and/or doctor
- Assisted in preparation of meals

June 1986 – July 1986 <i>Teacher's aide for SKIP Program</i>	Linwood Elementary School	Linwood, PA
---	---------------------------	-------------

- Assisted class teacher in program designed to prepare preschoolers for kindergarten
- Filled in as class teacher (under direction of program director) until a fully certified substitute could be obtained
- Assisted in evaluating children's abilities to recognize letters, numbers, colors and perform gross and fine motor skills
- Supervised playground recess and accompanied class on field trips

January 1985 – June 1985 <i>Student intern/classroom volunteer</i>	Linwood Elementary School	Linwood, PA
---	---------------------------	-------------

- Field experience in different grade levels, including a learning disabled classroom

- Taught elementary words and phrases in French to first graders
- Worked with a first grade math group

- American Library Association
- American Association for School Librarians
- Association for Supervision and Curriculum Development

- Advanced typing and computer skills: Microsoft Outlook, Word, Excel, PowerPoint, Access; Adobe Acrobat Pro; Adobe Photoshop; E-mail; PeopleSoft; Roxen; EndNote; Blackboard; Follett Software Destiny Library Manager system
- Strong problem solving capabilities
- Excellent interpersonal skills and teamwork ability
- Effective and proven multi-tasking and organizational skills
- Passed Library Media Praxis test prior to graduate school
- Parent volunteer for Ring Words in 1st grade class, Quarry Hill Elementary
- Parent volunteer for Kid Writing in kindergarten class, Quarry Hill Elementary
- Reading Olympics Coach for the Chapter Champs (2008) and Chapter Charmers (2013), Quarry Hill Elementary (blue ribbon awarded for both teams)
- Room Parent for 1st, 2nd, 3rd, and 4th grade classrooms, Quarry Hill Elementary
- Parent Volunteer in Quarry Hill Elementary Library
- Assisted in publishing Quarry Hill Elementary Fifth Grade Yearbook (2008)
- Co-coordinated Scholastic Book Fair for Quarry Hill Elementary
- Scholastic Book Fair volunteer for approximately 10 years

- **Barbara Pesature**
Librarian, Quarry Hill Elementary School
Pennsbury School District
bpsature@pennsbury.k12.pa.us
- **Jennifer Dillon**
Librarian, Oxford Valley Elementary School
Pennsbury School District
jdillon@pennsbury.k12.pa.us
- **Vanessa Tomlinson**
7th Grade Teacher, Pennwood Middle School
Pennsbury School District
vanessachris@msn.com