**ELMA L. ANSCHUTZ**  
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**EDUCATION**MSLIS: Masters of Science in Library and Information Science  
Clarion University of Pennsylvania May 2000

GPA: 3.785  
  
Master of Science in Communication Education and Mass Media Technology

Clarion University of Pennsylvania

30 credits completed toward the degree.  
  
BSE: Bachelor of Science in Education  
MAJOR, Library Science  
Clarion University of Pennsylvania December 1996

GPA 3.165  
  
West Virginia Wesleyan College  
Undergraduate, 23 credits transferred to Clarion Univ. of PA  
January 1986 - August 1988

GPA 3.8  
  
**WORK EXPERIENCE**  
  
**Slippery Rock Area High School**

**Information Literacy Librarian & Technology Outreach Advisor**

Slippery Rock Area School District

201 Kiester Road

Slippery Rock, PA 16057

Present- August 2009

Librarian who is responsible for designing, teaching and promoting the information literacy curriculum, a graduation requirement, within an outcomes assessment and skills-based model. Specific responsibilities include:

* Plan, implement, market, and evaluate the Library's instructional program;
* Coordinate and schedule all library instruction activities;
* Serve as the contact person and faculty liaison for all general inquiries for library instruction
* Collaborate with others and work individually to produce a variety of informational and instructional materials;
* Develop new instruction applications of technology;
* Maintain a file of all instructional materials;
* Work collegially with classroom faculty to integrate information competencies into the curriculum by integrating resource-based learning experiences;
* Review curriculum and reach out to teaching faculty to expand the instruction program;
* Develop, coordinate and implement workshops and instructional opportunities for the district’s community;

**ROLES AND RESPONSIBILITIES**

**Leader**

As a leader and a high school librarian I create an environment where collaboration and creative problem solving thrive. I instill enthusiasm in others by making them feel that they are important members of a team. I am a strong leader who fosters an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. I anticipate future obstacles and continually retool to meet challenges. As a school librarian I also demonstrate my role as a visible and active leader within the school community, an advocate for the library program, and a professional member of the school library community by:

 serving on decision making teams in the school which include technology and grant committees

 creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff

 sharing with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use

 encouraging the use of instructional technology to engage students and to improve learning, providing access to digital information resources for the entire learning community

 remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs

 advocating for school library programs and the guiding principles of the school library profession; as the school librarian I am an active, accessible, and informed proponent of the school library profession by:

 advocating, communicating, and promoting opportunities to improve the profession by using local, state, national, and international school library data and research

* writing articles and submitting regular reports providing evidence of what the library and school librarian do to prepare learners to be successful in the twenty-first century

 maintaining an effective public relations program

 demonstrating a commitment to maintaining intellectual freedom

 promoting the ethical use of information

**Instructional Partner**

As an instructional partner, and the school librarian, I work with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. I demonstrate my role as an essential and equal partner in the instructional process by:

 participating in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners

 collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking

 participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities

 joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading, technology, and lifelong learning

 providing and planning professional development opportunities within the school and district for and with all staff, including other school librarians

**Information Specialist**

As information specialist, and school librarian, I provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. As the school librarian I ensure equitable access and responsible use of information by:

 developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community in accordance with district policy.

* responsible for providing reference, research and information literacy instruction using library materials in all formats.
* assist faculty, students and staff in development of research skills as well as teach patrons how to use the library’s integrated catalog.

 cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school

 modeling effective strategies for developing multiple literacies

 evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services

 providing guidance in software and hardware evaluation, and developing processes for such evaluation

 understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same

 organizing the collection for maximum and effective use

* delivering library research assistance, instruction, and other services to users in an on hands and online environment; experience developing in hand and online tutorials and other learning objects; experience with online course management systems; knowledge of current and emerging trends in online learning and knowledge and experience using web development applications.

**Teacher**

As a teacher and school librarian I empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. I support students’ success by guiding them in:

* make students and their needs the primary focus, including creating and /or implementing student-focused processes and procedures.

 reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure

 using information for defined and self-defined purposes

 building on prior knowledge and constructing new knowledge

 embracing the world of information and all its formats

 working with peers in successful collaboration for learning

 constructively assessing their own learning and the work of their peers

**Program Administrator**

As program administrator and school librarian I work collaboratively with members of the learning community to define the policies of the school library program, and guide and direct all activities related to it. I maximize the efficiency and effectiveness of the school library program by:

 using strategic planning for the continuous improvement of the program

 ensuring that school library program’s goals and objectives are aligned with school and district’s long-range strategic plans

 using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives

 using evidence of practice, particularly in terms of learning outcomes, to support program goals and planning

 generating evidence in practice that demonstrates efficacy and relevance of the school library’s instructional program

 conducting ongoing action research and evaluation that creates data that is used to inform continuous program improvement

 supervising and evaluating support staff, which may include educational assistants, computer education assistants, volunteers, and student assistants

 preparing, justifying, and administering the school library program’s budget to support specific program goals

 establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed

 creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning

 selecting and using effective technological applications for management purposes

 arranging for flexible scheduling of the school library to provide student accessibility to staff and resources at point of need

**Technology Outreach Advisor: Assisting faculty to. . .**

* Teach in a Digital Information Environment
* Utilize Digital Media: Compression, Formats and Hardware
* Integrate Media Across the Curriculum
* Incorporating technology into Project-based Curriculum
* Streaming Media Basics and Theory
* Digital Portfolios for Authentic Assessment
* Community Media and Documentary Process and Technique
* Media Literacy Theory and Practice
* Digital Aesthetics
* Web-based and Cross Platform Curriculum Design
* iMovie, Quick Time, Power Point,

**Goals and outcomes:**

* To form a supportive community of learners that will allow teachers an opportunity to define their own instructional and training goals and problems and discuss them with others in their field.
* Collaborate with teachers which is an opportunity to create curriculum and training modules that includes different forms of teaching that may include technology, distance learning, virtual fieldtrips, and/or community members.
* Allow teachers to come to a comprehensive understanding of the educational potential and implications of recently available digital video and audio production, non-linear editing technology, photo editing software, and the Internet.
* Allow teachers to acquire a holistic and comprehensive view of the development of the new digital information environment.
* Assure that teachers will have the support and tools to learn the technical basics of affordable digital cameras, non-linear editing, photo editing and presentation software, and the Internet.
* Allow teachers to reach their own understanding of the impact of the explosive information environment educationally, socially and culturally.
* Through discussion and brainstorming define the real effects of digitization on the participant's workplace, and come to empowering strategies for addressing those changes.

**Slippery Rock High School  
Distance Education Program Director**

As the Director of Distance Learning I am responsible for the strategic planning, development, direction and administration of all distance learning programs. This involves advising and collaborating with faculty to plan, develop and coordinate courses and programs that employ various distance learning delivery methods. I am also involved in developing the technical and curricular structure of all distance learning programs, overseeing the day-to-day operation of the program, serving as liaison with relevant entities within and outside of the institution, and conducting assessment and evaluation of activities relevant to the program, including faculty preparation and course instruction.

* Provide sound instructional programs and student support services through a distance learning format;
* Develop and implement a strategic planning process for distance learning;
* Work with the faculty and academic leadership of the institution on future programmatic offerings and policy;
* Work closely with all faculty and technology coordinator to develop and maintain an effective distance learning infrastructure;
* Collaborate with all departments regarding distance learning activities;
* Market the distance learning courses to current and prospective students;
* Evaluate instructors teaching on-line courses.
* Teach occasional distance learning courses on-line.

**Hickory High School  
Library Media Specialist (Cybrarian),**Hermitage School District  
Hermitage PA 16148  
724-981-8750 ext: 1300  
August 2009 - June 1997  
  
I was the Librarian for a state-of-the-art high school library. Who was a positive influence in the renovation of this cutting-edge library that opened August 2001 and re-opened November 2006 with new and updated technology. This library is on the cutting edge in technology and has become an example for the future of high school libraries.  
  
As an innovative Cybrarian of an informational CyberBridge I connected 850+ pupils to cyberspace with cutting edge learning environments and resources for students and instructors. I accomplished library human resource strategies by determining accountabilities; communicating and enforcing values, policies, and procedures. I directed library organizational strategies by analyzing service trends and requested; developing strategic thinking and direction, and recommendation to the school board, regarding the role of the library in the community and the world of education; advised the school board in the formulation of library services policies; prepared public relations and outreach programs; planned and maintained facilities and renovations.

**Media Specialist**

* Instructed students to be independent and lifelong users of the library and technology.

 Reorganize the goals of the library to provide course integrated instruction to integrate Hickory High School's entire curriculum including research, bibliographic instruction, desktop publishing, outlining, presentations, workshops, and online tutorials.

* Provide reference and instructional services by inventorying and distributing media.
* Supported users and remote sites by responding to requests and problems. Instructed every student in the school at least 3 times in one year due to integrating the library into the whole curriculum of the school.
* Supported the school district's instructional mission to design and create programs promoting information literacy among Hermitage School District Students.
* Incorporated technology (software and hardware) into all lessons in order for the students and teachers to acquire knowledge of the use of several different forms of media and to become independent users of technology and all aspects of the library.
* Bibliographic Instruction; instructed students in the steps of research including putting together research queries and to conduct their searches through logical steps including the use of printed materials, online databases and the Internet.
* Team-taught with 50+ teachers. Trained personnel.
* Maintained media inventory by classifying and cataloguing files; maintaining logs of media movement. Process all materials that came into the library through the Dewey Classification System if they were not previously processed by the vendor. Woredk with vendors to purchase all materials.
* Resolved media issues by analyzing problems; and implementing solutions. Instructed student library aides in the steps to process library materials for the library.
* Coordinator of the school's Video & Computer Tele-Center. This center is where a rack of VCR’s are placed in the library for the purpose of

teacher’s scheduling the showing of a video, through their computer, to show to their class. I checked the schedule daily and loaded into the VCRs the tape for their viewing. I also had to bring up the system in the classroom if a substitute was instructing the class since they do not have the regular teacher's password to access the Tele-Center.

* In-serviced teachers on Tele-Center's classroom uses.
* Member of the Hermitage School District Technology Committee.  
  Access PA Interlibrary Loans.
* Instructed faculty and students in the use Power Library instruction.
* In-serviced district teachers and administration on technology. Maintained technical knowledge by attending educational workshops; reviewing publications; maintaining personal networks; participating in professional organizations.
* Contributed to team efforts by accomplishing related results as needed.  
  Accomplished organizational goals by accepting ownership for accomplishing new and different requests; explored opportunities to add value to job accomplishments.

**Skills**:

Supply Management, Administrative Writing Skills, Client Confidentiality,  
Analyzing Information, Presentation Skills, PC Proficiency, People Skills,  
Organization, Audiovisual Maintenance, Customer Focus, Dependability, Attention to Detail, Technical Understanding, Equipment Maintenance, Coaching, Reporting Skills; Problem Solving; Informing Others; Data Center Experience; Data Center Management; Data Processing; Coordination; Managing Processes; Technical Leadership; Technical Management.  
  
**Hickory High School  
Distance Education Program Director**

 Offered distance education programs by identifying potential markets; developing instructional strategies, courses, and information delivery systems; Directs distance education organizational strategies by contributing information, analysis, and recommendations to strategic educational thinking, direction, plans, and offerings.

* Directed distance education operational strategies by preparing critical measurements; implementing production, productivity, quality, and student-service strategies; designed operating systems; resolved problems; implemented change.
* Identified subject demand by examining current educational offerings; analyzed course and degree enrollments; studied student demographics; explored distance education options with other educational institutions; conducted surveys; forecasted demand; conferring with faculty.
* Developed distance education programs by developing, directing, and enforcing instructional design strategies; contracting with and coaching faculty; reviewed course materials; developed information delivery technology, including live, interactive, and asynchronous classes, and printed materials; researched new technologies.
* Initiated global contacts for classrooms using our state-of-the-art distance learning room. These contacts involved email pals for our foreign language students, author visits via real-time communication, and real-time classroom exchanges with students in other countries including team-teaching with teachers from those countries, and mock-trials through The Center for Interactive Learning and Collaboration with our students and schools in three other states.
* Marketed distance education programs by establishing partnerships; designing special advertising and promotions; coordinating with other educational institutions; making presentations.
* Established a new program called Student Technology Ambassadors of the Jones Library. Through this program students that are advanced in technology was trained how to operate all of the equipment in the library and was in charge of that equipment when presentations and demonstrations were being made.
* Maintained professional and technical knowledge by tracking trends in self-instruction, interactive television, and Internet programs; attended educational workshops; reviewed professional publications; established personal networks; benchmarking state-of-the-art practices; participated in professional societies.
* Enhanced distance education reputation by accepting ownership for accomplishing new and different requests; explored opportunities to add value to job accomplishments.

**Skills**:

 Analyzing Information, Decision Making, Conceptual Skills, Verbal Communication, Market Knowledge, Requirements Analysis, Leadership, People Management, Project Management, Connecting with diverse populations, Resolving Conflict; Organizational Astuteness; Management Proficiency; Change Management; Managing Processes; Delegation; Coordination; Time Management; Planning; Organization; Deadline-Oriented; Energy Level; Vision.

**Presentations:**

* Clarion University of Pennsylvania April 2002  
  Colloquium Speaker for undergraduate and graduate Library Science students.  
  "Stepping out Of the Box & Dusting off That Old Crystal Ball -Library Renovation"
* Pennsylvania School Library Assoc. Conference April 2002  
  Hershey PA
* American Library Association Mid-Winter Meeting 2002  
  New Orleans Louisiana
* EGlobal Library Vendor Demonstrations
* Jones Library and CyberBridge  
  Hermitage PA August 2001-2009  
    
  Presentations of the CyberBridge and library to community members,  
  administration, teachers and guests at the grand opening of the Jones Library.  
  Faculty Academy instruction to teachers in the district on the uses of the Jones  
  Library and CyberBridge for their classrooms.  
    
  Presentations of the Jones Library's capabilities and features to several groups  
  including: Mercer County Commissioners, Technology Committee from Youngstown  
  State Univ., TELMA group of high school librarians from Ohio, Guidance  
  Counselors from I.U. Four, Librarians from Pittsburgh Schools, Jamestown School  
  District and New Castle School District, and many community individuals.
* In-Service Instruction: Hermitage School District
* Tel-Center instruction to teachers within the high school.
* Library of Congress - American Dream instruction to teachers in district.
* Teacher Academy to instruct teachers on different types of software, eGlobal  
  Library and the Internet.
* Power Library instruction to teachers.
* EGlobal Library in-service to teachers.

**MEMBERSHIPS**  
  
American Assoc. of School Librarians  
American Library Association  
YALSA  
Pennsylvania School Librarians Association  
Pennsylvania Schools Education Association

**AWARDS AND HONORS**  
  
\* Empire's Who's Who of Professional Women - 2006  
\* Honored at the Library Of Congress as Outstanding Librarian in Top Of The Nation

High School Library in Technology – 2001

\* Beta Phi Mu: International Library and Information Studies Honor Society 2001  
\* Jones Library and CyberBridge $500,000.00 awarded to Hickory High School due to

an interview I had with Glenn R. Jones on my thoughts of the future of libraries. 2001  
\* Kappa Delta Pi International Honor Society in Education 2000  
\* Disney's Outstanding Teacher Nominee 2000  
\* Outstanding Student Teacher Award 1996

**EXTRACURRICULAR ADVISOR**  
Student Council Advisor 2005-Present  
Softball Coach 2009-Present

Yearbook Advisor 2000-2011

Library Club Advisor 1997-2009

**REFERENCES**

Dr. Kathleen Nogay – Superintendent of Slippery Rock Area School District  
Twelve Oak Drive

Hermitage, PA 16148

Home: 724-346-0490

Work: 1-724-794-2960 Ext: 1000  
Email: kathleen\_nogay@slipperyrock.k12.pa.us

Mrs. Kristie Shulsky - Head Principal Slippery Rock Area High School

Hibemia Drive

Harmony, PA 16037

Home: 724-368-4884   
Work: 1-724-794-2960 Ext: 2000

Email: Kristen\_shulsky@slipperyrock.k12.pa.us

Mrs. Beth Huth – Language Arts & Speech Teacher Slippery Rock High School   
Hickory Knoll

Slippery Rock, PA 16057

Home: 724-794-1394

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beth\_huth@slipperyrock.k12.pa.us

Dr. Brenda Taylor – Retired Instructional Technology Coach & Teacher

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