

Memo to: Board of Trustees  
Memo from: Susan Bohn  
Re: Instructional Technology Specialist  
Date: August 27, 2018

We are excited to recommend Melissa Quisenberry for our Instructional Technology Specialist position. Ms Quisenberry currently serves as the Library Media Specialist at Seven Hills Elementary School in Northwest ISD. We had seventy-five candidates apply for this position. Applicant pool candidates met the minimum requirements which included a bachelor's degree, with a master's degree preferred, and a minimum of three years' teaching experience and experience working with computer hardware and instructional software applications. There were ten applicants selected to interview with Mrs. Crissey and Ms. Dugger.

Melissa Quisenberry's educational background includes:

- A Bachelor of Science in Elementary Education from University of North Texas
- A Masters in Library Science from the University of North Texas

Ms. Quisenberry's career highlights:

- Library Media Specialist, Northwest ISD, 2013-2018
- Kindergarten Teacher, Northwest ISD, 2009 – 2013
- Technology Instructor, Lake Dallas ISD, 2005-2008

In addition Ms. Quisenberry has:

- Served as a Reading/Writing Foundations Trainer, 2012-2013
- Awarded Seven Hills Elementary Exemplar Educator of the Year, 2015-2016
- Chosen to participate in Leadership Experiences for Aspiring Principals (LEAP) Academy, 2017-2018
- Awarded a series of grants; Digital Studio, Breakout EDU, and Series Books from the Northwest Education Foundation, 2018
- Served as a summer school principal, June 2018

Ms. Quisenberry holds the following certifications:

Generalist EC-4  
ESL EC-4  
School Librarian EC-12  
Principal EC-12

Both of Ms. Quisenberry's references started with, "She is amazing!" Her reported strengths include natural leadership skills and always willing to assist others in learning.