

Sheila Ann O'Kane

*If your actions inspire others
to dream more, learn more, do more
and become more, you are a leader.*

John Quincy Adams

Career Objectives

It is my mission as an instructional leader to facilitate, develop and nurture a team of dedicated educators to serve students, families, district and community.

Education

Saginaw Valley State University: 2006-2010

- Attained Administrative Certification
- Completed Educational Specialist degree with a focus on curriculum directorship
- Awarded Master's degree in educational leadership
- Completed elementary, middle and secondary curriculum classes
- Researched professional learning communities, differentiated instruction, integrated curriculum, public school law and finance, technology in education.

Wayne State University: 2004-2006

- Completed six credit hours toward master's degree in library science.
- Earned bachelor's degree in elementary education, major in Science.
- Balanced knowledge for teaching all subject areas that encourages student learning through scaffolding and higher-level thinking skills, hands-on learning, and inquiry based activities.
- Awareness of diversity and respect for cultural differences

Macomb Community College: 1981-2004

- Attained 36 credit hours in computer graphics.
- Completed 150 credit hours in core classes, credit and finance, science.

Certifications

- SAT Site Supervisor Certification
- START -Statewide Autism Resources Training for Early Childhood
- McRel Balanced Leadership Certification
- Elementary/Secondary K-12 Principalship Administrator Certificate from MDE
- Elementary K-5 All Subjects (K-8) Self Contained Classroom
- Science, DX
- DIBELS and MLPP Certification
- Non-Violent Crisis Intervention Certification
- Infant, Child and Adult CPR/AED, First Aid Trained
- Project Wild
- Project Wet
- Project Learning Tree

Experience

Center Line Public Schools: 2011 to Present: Principal

- August, 2013 to Present, Principal, Early Childhood Center, Homeschool Partnership
 - Administered Preschool and Homeschool Partnership
 - Developed beginning, mid and end year literacy and math assessments
 - Established consistent curriculum and instruction in all classrooms
 - Expanded the preschool program: GSRP, HS and Tuition-Based
 - Created a successful homeschool partnership
 - District Representation with Warren-Center Line Prevention Coalition
 - Maintained district's compliance with Health and Safety
 - Chairperson for Health and Safety Advisory Council
 - Created Student Health Plans and Medication Dispensing forms to provide consistency throughout the district
 - Trained with homeland security professionals
 - Contributed to Strategic Planning Action Team
 - Established school/community relations through small businesses, parent involvement, community outreach
 - Director of SACC program
 - Completed \$400,000 in building renovations and \$50,000 in resources due to flood damage
- August 2011-August 2013 - Elementary Principal, Mark C. Roose Elementary
 - Coordinated a successful Quality Assurance Review (QAR) with Advanc-Ed
 - Created a successful school improvement plan through collaboration, professional development, \$184,000 Title I budget
 - Managed RtI program, serving more than 200 students for math and reading
 - Developed PBIS program, contributed to district's anti-bullying committee
 - Designed and implemented weekly professional development that aligned with building and district improvement plans

Algonac Community Schools: 2006-2011: Teacher

- Facilitator for enrichment, elementary/middle school summer programs, 2008
- Developed credit recovery program for middle and high school students using E2020
- Member of Instructional Team Leadership Council (ITLC) and School Improvement Team
- Member of Title I review Committee, prepared documentation for and participated in Title I Review.
- Member of Teacher Evaluation Revision committee
- Planned and organized professional development days
- Collected and aggregated data for building-wide school improvement plan
- Prepared, aggregated and analyzed parent survey
- Analyzed five years of data for district Literacy Initiative Program to determine its success
- Disaggregated demographic MEAP data for curriculum development
- Substituted for administration in routine tasks
- Developed schedules, including NWEA testing
- First/Second grade classroom
 - DIBELS trained, MLPP certified
 - Created balanced literacy program, writing workshop
 - Integrated technology
 - Developed innovative, hands-on experiences to engage students
 - Promoted critical thinking and problem solving lessons
- Media specialist
 - Integrated subject area curriculum with technology curriculum through research-based projects, grades K-5

- Sixth Grade Science
 - Organized grade-level middle school Science curriculum to scaffold student knowledge
 - Created a plethora of inquiry-based, PBL student-led activities for Life Science, Physical Science and Earth Science.
 - Head of Science Department
 - Co-taught Science with special education teacher
 - Initiated an after-school homework club to help struggling students
 - Facilitated after school Science Club
- Provided staff training on teacher website creation, technology assistance
- Analyzed assessment data and initiated multiple assessment strategies to engage students in curriculum and develop critical thinking and collaboration skills
- Met needs of special education students through IEP's, 504's and conferences with special education teachers
- Established effective communication with parents and students to strengthen link between home and school
- Honed skills to counsel and guide students to improve the whole child as well as academic achievement
- Established effective communication with parents and students to strengthen link between home and school

L'Anse Creuse Public Schools: 2001-2005

- Substitute teacher
- Student teacher
- Computer Paraprofessional; August 2001 through June 2004
 - Researched new technology, familiarized myself with new technology, trained staff and students on technology, developed lesson plans that integrated technology into the K-5 curriculum
 - Coordinator for distance learning
 - Developed, implemented building-wide lesson for Black History Month
 - Presented new technology to staff using innovative techniques to generate enthusiasm
 - Used live-broadcast equipment for building –wide announcements and grade level lessons
 - Facilitated after school technology club
 - Facilitated live broadcast club
 - Received Honor Award, June 2006

Skills

- Familiar with MSTEP, SAT, PSAT and NWEA testing
- Strong ability to match available resources with specific needs and goals
- Excellent time management and organizational skills allow me to multi-task efficiently
- Development of school, district and community culture, climate and unity
- Skilled at facilitating and collaborating
- Excellent use of data to drive professional development, use of resources and support and guidance as an instructional leader
- Extensive experience with children has given me patience, understanding and insight into communicating, interacting, and relating with children, parents and the community