

BARBARA K. SMALLA
(269) 492-8713 bksmalla@gmail.com
Website: <http://homepages.wmich.edu/~bdv6003>

OBJECTIVE:

Educational Technology Management

SUMMARY: I have been in the K-12 educational environment for sixteen years; and in technology services for the past nine. My responsibilities include: project management, end-user support, asset management, purchasing, needs assessment and training.

LEADERSHIP: I am the leader of a 40-member, district-wide support group of site-based technology first responders. I am a participant on the district Technology Planning Committee and Project Planning Team.

PROJECT MANAGEMENT: I am an integral member of the district planning team for technology projects included in an 85 million dollar bond issue, as well as projects to support the curricular focus of eight Magnet schools. I work closely with building administrators and staff to ensure that projects are completed to specification, on time, and within budget.

TECHNICAL: Microsoft Office (Word, Excel, Publisher, PowerPoint), Novell GroupWise, Munis, FATS5, Picasa2, Microsoft Movie Maker 2, Web 2.0

INSTRUCTIONAL DESIGN, TRAINING AND TEACHING: As primary helpdesk support, it is easy to continuously perform needs analysis by being aware of common request. As a result, I am able to design training modules for delivery to individuals, or groups as needed. I am able to transfer technical information in a non-technical manner in order to achieve the groups understanding of the topic. I have taught Community Education courses and Technology for Elementary Education (EDT3470) at Western Michigan University as a Teaching Assistant.

USER SUPPORT: I am the primary helpdesk support for 12,000 + end-users. In this capacity, I must thoroughly learn new software, equipment features, and processes quickly in order to support and, at times train users.

PURCHASING: I coordinate all technology purchases for the district to ensure compliance with standards and proper delivery for purposes of asset management. I am directly involved with product evaluation, selection, and recommendation. I prepare request for proposals and work with the selected vendor to coordinate delivery and installation. I have built strong vendor relationships.

FINANCIAL: Monitor and reconcile departmental and technology bond accounts (58 accounts).

Technology Support Specialist, Kalamazoo Public Schools, Aug 2000-present

Lead Secretary, Kalamazoo Public Schools, Sept. 1994-Aug. 2000

Business Manager, Smalla Construction, June 1987 to 1997

Master of Arts in Educational Technology, Western Michigan University,
June 2010.

**AWARDS/
INTERESTS:**

Undergraduate College Certifications:

- | | |
|--|------------|
| CompTIA IT Project+™ Certified Professional | June, 2004 |
| Kalamazoo Public Schools Medallion of Excellence | 1999 |

ISTE – International Society for Technology in Education
MSBO – Michigan School Business Officials
MACUL – Michigan Association for Computer Users in Learning
MIEM – Michigan Institute for Educational Management
SHRM – Society for Human Resource Management
CompTIA – Computer Technology Industry Association