

Susan M. Hefley

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EDUCATION

University of Pittsburgh, Pittsburgh, PA
Master of Library and Information Science, 2008
GPA: 4.0/4.0

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in Education, 2005, *Magna Cum Laude*
Major: Library Science Minor: French and Honors

AWARDS and RECOGNITION

Red Apple Teacher of the Year Award of Butler Co. Winner, 2013
PSLA Professional Development Award, 2011
PSLA Leadership Program Award, 2009
Learning and Media Profile Selection, Summer 2009
PSLA Outstanding Student Librarian Award, 2005
Girl Scouts of the USA Gold Award, 2001

PROFESSIONAL EXPERIENCE

School Library Media Specialist, 2005 - Present
Information Science and Technology Teacher 2013 - Present
Dassa McKinney Elementary School, Moniteau School District, West
Sunbury, PA

- Teach over 750 students library and technology skills including information literacy, research skills, and the use of and respect for libraries
- Teach over 750 students computer use, respect, safety and skills
- Administer the library media program, collection, and technology
- Manage and train student and parent volunteers, and paid staff
- Wrote Library, Computer and Information Science and Technology curricula to reflect current standards and student needs
- Serve as an advocate for both reading and technology

OTHER WORK EXPERIENCE

Data-Entry Assistant, ITSqc, 2011-Present

- Score various assessments, input and communicate scores
- Various secretarial and record keeping tasks including input of evaluation feedback into database and mailing of materials

Babysitter and Nanny, 1994-Present

- Care for various families and children of all ages and special needs
- Summer nanny for the same family for the past 9 years

Project Assistant, Million Book Project, Carnegie Mellon University,
Pittsburgh, PA,
2004 - 2005

- Coordinated support for joint work with international researchers
- Prepared materials to be sent to collaborators, including inventory management and proper packaging.
- Supervised several students working different shifts

Administrative Assistant, Carnegie Mellon University, Pittsburgh, PA, 2004

- Assisted with the administration of the office of University Professor Raj Reddy who received the Association for Computing Machinery's *Turing Award*, considered the Nobel Prize of computing

Children's Summer Reading Program Intern, Butler Libraries, Butler, PA

- Assisted all of Butler county's libraries with their summer reading program activities and events for children

PROFESSIONAL MEMBERSHIPS

Western Pennsylvania School Librarians Association (WPSLA)

Board of Directors, 2010 – Present

President, 2012-Present

Pennsylvania State Educators Association (PSEA)

Pennsylvania School Librarians Association (PSLA)

Conference Committee Member, 2006 - 2009

Student Committee Member, 2006 – Present

Student Committee Co-Chair, 2008 - Present

Conference Presenter, 2008 – Present

Leadership Program Award Winner

Creator of the *iConnect to PSLA* Mentoring Program

PUBLICATIONS

Hefley, S. (2009). Behavior management. *Learning and Media*, 37(4), 15-16.

Hefley, S. (2009) PSLA Students Committee Using Technology to help ALL. *Learning and Media*. 37(2), 27.

Hefley, S. (2012). *Heroes: September 11th, 2001*. Amazon.

Libraries Lead to Unlimited Learning. Undergraduate Honors Thesis, Clarion University, 2005.