

Dr. Nancy Hartman

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Competencies

- Curriculum Development
 - Knowledge Management
 - Behavioral Alignment
 - Strategic Thinking/Planning
 - Leveraging Technology
 - Staff Development
 - Teaching/Coaching
 - Accreditation
 - Analyze/Evaluate (Assessment)
 - Leading/Building Teams
 - Communicating/Connecting
 - Creating/Innovating
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EDUCATION

Doctor of Philosophy in Educational Leadership, Capella University, MN (2007)

Master of Curriculum and Instructional Design in Education (emphasis in Educational Technologies), Oklahoma State University, OK (1997)

Master of Library and Information Science (ALA accredited), Oklahoma University, OK (1992)

Bachelor of Science in English Education, Oklahoma State University, OK (1990)

TECHNOLOGICAL KNOWLEDGE

Expert

MS Office Professional Suite
MS FrontPage
Adobe Photoshop 7.0
Hyperstudio
Kidpix
IM software

Intermediate

Macromedia Dreamweaver
Discusware (online communities)
Moodle (online learning communities)
LotusNotes (e-learning/communication)
Tomoye (online communities)
StudyWiz (e-learning/online communities)
Wiki

Experienced

Macromedia Fireworks
Macromedia Flash
Ulead (video editing)
Pinnacle (video editing)
ANSWR (research methods)
Nvivo7 (research methods)
EndNote (writing/citation)

PROFESSIONAL EXPERIENCE

COMAL INDEPENDENT SCHOOL DISTRICT, New Braunfels, TX (district office), 2009-Present
Comal ISD is a public school district servicing the general population within Comal County.

Library/Media Specialist – Canyon Lake High School, Fischer, TX

Supervise information retrieval training. Enable content management through classification of resources, management of information portals (kiosks, websites, etc.) and converting explicit data from paper to electronic format. Supported e-learning programs (internal and external), Manage a budget ranging from \$12,000 to \$15,000

- Work with instructors to create content-based technology implementation curriculum and team-teach curriculum in order to assist in staff development
- Work closely with IT personnel to maintain educational databases, support instructors in the classroom and troubleshoot technology issues.

STRATEGIC KNOWLEDGE SOLUTIONS (SKS), Ft. Leavenworth, KS, 2007—2009

SKS is a Knowledge Architecture consulting firm oriented specifically on knowledge management practices and applications to provide knowledge-based solutions.

Freelance Editor/Researcher/Graphic Designer

Member of editing team for published KM curricula (four handbooks/guides) for US Army Battle Command Knowledge System (BCKS), performing all format/technical editing needed for publication. Realized curricula purpose in graphics for covers, title/verso pages, and internal graphics (i.e. graphs, charts, etc.). Worked with supervisor(s) researching special KM projects, offering curricular, KM, and education/training expertise. Offered in-house staff development for KM trainers in adult learning methodologies and best practices.

- Create publishable, copyrighted materials in-line with US Army regulations.
- Have completed all projects before assigned deadlines.

HARFORD COUNTY PUBLIC SCHOOLS (HCPS), Bel Air, MD, 2005-2009

A K-12 and extended education independent school district servicing Harford County. The area services a large military community and is currently creating curricula dealing with BRAC (Base Realignment and Closure) and Military Transition issues due to a large incoming Homeland Security division.

Freelance Curriculum/Technical Editor

Member of editing team for published Homeland Security curricula, performing all format/technical editing needed for publication, ensuring that all internal materials were self-created or open-use, meeting all copyright regulations. Provided training and offer on-going consultation/feedback to writing teams and SMEs (Subject Matter Experts) in curriculum design, standards development, and assessment creation. Worked closely with curriculum supervisors to implement their vision.

- Saved thousands of dollars for the district in outsourcing the publication of materials or having to purchase materials not specific to the needs of the county by successfully training teams of writers/SMEs in effective curriculum design/assessment, allowing the district to produce curricula in-house and in a timely manner
- Created publishable, copyrighted materials.
- Completed all projects before assigned deadlines.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA), Alexandria, VA (HQ), 1994—2004

DoDEA plans, directs, coordinates, and manages the education programs for eligible dependents of U.S. military personnel and civilian personnel of the DoD. Two divisions within DoDEA are DDESS (Domestic Dependent Elementary and Secondary Schools) and DoDDS (Department of Defense Dependents Schools).

Information Specialist/TLC Instructor – DoDDS-Germany, Ramstein HS, Ramstein AFB, Germany (1999-2004)

Administered library/media center for largest DoDDS-Germany high school, Instructed students in Technology Leadership Community (TLC), a course which trains students to become technology teachers/trainers within the school, team-teaching with teachers, training all stakeholders (administrators, teachers, students, parents, etc.) in technology applications. Served as chair of strategic planning committee, accreditation committee, technology committee and was an active member in the staff development committee and school disciplinary advisory council. Served two terms on the School Advisory Council (equivalent of a school board) and one term on the Commander's Advisory Council.

- Managed a budget ranging from \$45,000 to \$70,000 (a government budget based upon base budget, end-of-year allotments, and special funding for collection development)

- Led school to highest accreditation rating for our five-year strategic plan and accreditation visit,
- Motivated stakeholders (administrators, teachers, parents, students) to implement resisted top-down initiatives through grassroots coordination and action planning
- Transformed a passive, ineffective library program into the “Library Program of the Year” (voted on by other librarians within the district)
- Received Special Acts awards and exceptional ratings every year employed

Educational Technologist – DoDDS-Japan, Yokosuka Schools Complex, Yokosuka NB, Japan (1997-1999)

Worked within five schools within the Yokosuka complex to train teachers to integrate technology into the classroom through one-on-one training, team-teaching, professional development sessions, and informal communication. Served in an advisory capacity to the technology committees and strategic planning committees of all schools. Served as network administrator in conjunction with IT personnel. Repaired and maintained computers (five separate operating systems) and networks within schools. Served as consultant to school administrators regarding project planning/implementation from DoDEA Headquarters.

- Managed/evaluated DoDEA technology implementation program, receiving recognition for project implementation in the Yokosuka complex
- Successfully transitioned in-house and stakeholder communication from print to online formats—received recognition for transitioning extremely reluctant teachers to email communication
- Received Special Acts awards and exceptional ratings every year employed

Information Specialist/Video Production Teacher – DoDDS-Japan, Nile C. Kinnick HS, Yokosuka NB, Japan (1994-1997)

Administered library/media center for largest DoDDS-Japan high school, Taught video production. Served as chair of strategic planning committee, accreditation committee, technology committee and was an active member in the staff development committee. Served one term on the School Advisory Council (equivalent of a school board) and one term on the Commander’s Advisory Council.

- Managed a budget ranging from \$40,000 to \$60,000 (a government budget based upon base budget, end-of-year allotments, and special funding for collection development)
- Led school to highest accreditation rating for our five-year strategic plan (a new DoDEA implementation at the time) and accreditation visit,
- Served three years as vendor representative (bringing vendors from the Phillipines, China, Korea, etc.) on the core planning committee for the Yokosuka Schools Bazaar, a bi-annual fundraiser for the complex which annually brought in approximately \$1 million
- Received Special Acts awards and exceptional ratings every year employed

Drumright Public Schools, Drumright HS, Drumright, OK (1990-1994)

A K-12 independent school district servicing the rural community around Drumright, OK.

Library-Media Specialist, English/Humanities Teacher

Developed curriculum for 9-12th grade humanities course, and a whole-language approach for English. Wrote for and received a library grant. Served as part-time librarian.

- Administered a three-year \$30,000 grant from the State Dept. of Education, upgrading library from the turn-of-the-century collection which existed
- Completed a full retrospective conversion, fully automating the library system.

CERTIFICATION

Maryland (exp. 6/30/2010)--Library Media Specialist, Administrator I/II

Oklahoma (exp. 6/30/2012) --Library Media Specialist, American, English & World Literature, Grammar & Composition, Elementary/Secondary Principal

Texas (exp. 5/15/2013)--Library Media Specialist, Elementary/Secondary Principal

PROFESSIONAL SKILLS/ACCOMPLISHMENTS

Formal Courses Taught

- English/Humanities (Secondary)
- Library & Information Science (Secondary)
- Video Production (Secondary)
- Technology Leadership Community (Secondary)
- Team-Teaching with Teachers as a Teacher Mentor (Elementary/Secondary)
- Microsoft Office for Teachers (Higher Ed-adults)
- Technology Integration for Teachers – multiple applications (Higher Ed-adults)
- Service Learning (Higher Ed-adults)
- Curriculum Development Utilizing Technology (Higher Ed-adults)

Training (Conducted)

- Prepared and conducted many professional development training sessions in the area of technology and curriculum implementation for two school districts over period of 10 years
- Prepared and conducted professional development training in the area of strategic planning for two school districts over period of 8 years
- Co-taught technology instruction and computer science
- Taught Technology Leadership Community course (training 9-12th grade students to become technology trainers in their schools)

Supervision/Leadership

- Successfully led two school faculties through accreditation process and visits
- Led two schools through new strategic planning processes for 8 years
- Led committees in two schools in planning and implementing five-year technology strategic plans
- Administered library/media center for two large schools (populations= 1,400 and 1,800 students and faculty members) for 10 years
- Networked with all information specialists located in both the Pacific and European theaters of operations

Technical

- Create graphics for web design and publishing
- Proofread and do technical/format editing for publishable materials
- Designed and managed multiple websites, both personal and professional (MS FrontPage, DreamWeaver)
- Designed publications and graphics –freelance & volunteer (Photoshop 7.0, Photoshop Elements, MS Publisher, Printshop, etc.)
- Maintained and managed school-wide computer network (Novell 4)
- Participated in online learning communities throughout doctoral degree program
- Achieved expert level in MS Word, MS PowerPoint, MS Excel, MS Publisher, MS Front Page, Adobe Photoshop, Discusware
- Have learned software, created training programs and conducted training for administrators, teachers and students
- Taught video production using digital editing software (Ulead & Pinnacle)
- Utilized research analysis software (ANSWR, Nvivo7)

CURRICULUM (DESIGNED/EDITED)

- Hartman, N. (ed.) (2008). Managing Conversation: Facilitating Army Professional Forums Technology Training. US Army Battle Command Knowledge System (BCKS), Kansas.
- Hartman, N. (ed.) (2008). BCKS Onboarding Manual. US Army Battle Command Knowledge System (BCKS), Kansas.
- Hartman, N. (ed.) (2008). Army Professional Forum Facilitator Guide. US Army Battle Command Knowledge System (BCKS), Kansas.
- Hartman, N. (ed.) (2008). Knowledge Facilitation Skills Workshop. US Army Battle Command Knowledge System (BCKS), Kansas.
- Hartman, N. (ed.) (2008). US Army Battle Command Knowledge System (BCKS), Kansas.
- Hartman, N. (ed.) (2008). Introduction to Homeland Security. Harford County Public Schools, Maryland.
- Hartman, N.(ed.) (2006). K-5 Science Curriculum. Harford County Public Schools, Maryland.
- Hartman, N. (2002). Technology Leadership Community Teacher Training. Curriculum for the University of Maryland-Japan.
- Fry, P. and Hill, N. (1999). Engaged Learning: Doing What You Already Know. Handbook and Curriculum for the University of Maryland-Japan.
- Hill, N. (1999). Service Learning: An Action-Learning Methodology. Curriculum for the University of Maryland-Japan.
- Hill, N. (1997). Administering the Horizontal Gaze Nystagmus Test. Curriculum for the Oklahoma Department of Corrections.
- (1994). Developed my own Video Production curriculum for 9-12 graders, Japan.
- (1992). Developed my own Humanities curriculum for 9-12 graders, Oklahoma

PUBLICATIONS/PRESENTATIONS

Note: Hill, N. is the maiden name of Nancy Hartman

- Hartman, N. (2008, June 4) Integrating Knowledge Management in Education. Frankfurt, Germany: VDM Verlag Dr. Mueller e.K.
- Hartman, N. (September, 2007). Organizational Congruence, Knowledge Management & Behavioral Alignment in Primary and Secondary Schools. Dissertation: Capella University. UMI Publications.
- Hill, N. (2000). Strategic Planning and the NCA Process. Educator Day Paper & Presentation, Department of Defense-Germany, Kaiserslautern/Ramstein, Germany.
- Hartman, N. (2003). Technology: A Tool - Not a Dog & Pony Show. Educator Day Presentation, Department of Defense-Germany, Kaiserslautern/Ramstein, Germany.
- Hill, N. (2001). Integrating Technology into the One-Computer Classroom. Educator Day Presentation, Department of Defense-Germany, Kaiserslautern/Ramstein, Germany.
(1998). Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
- Hartman, N. (2002). Thematic Approaches to Using Technology at the Middle School Level. Educator Day Presentation, Department of Defense-Germany, Kaiserslautern/Ramstein, Germany.
(1999). Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
- Hill, N. (1996). Why We Love PowerPoint: Graphic Manipulation, Creating Linked Kiosks, and Other Great PowerPoint Projects. Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.

- Hill, N. (1997). What Teachers Should be Able to Expect from a School Librarian. Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
- Hill, N. (1995). Why School Libraries Still Matter in the Internet Age. Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
- Fry, P. & Hill, N. (1998). Engaged Learning (Handbook & Presentation): Doing What You Already Know. Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
(September, 1997). Educational Technology Liaison Meeting, Department of Defense-Japan, Yokohama, Japan.
- Hill, N. and Oka, A. (1994). Writing for an “A” – A Hamburger Analogy Approach to Teaching Writing. Educator Day Presentation, Department of Defense-Japan, Yokosuka, Japan.
- Hartman, N. (October, 2005).How to Teach Writing Even When You Don’t Like English. APG Homeschooling Coop, Aberdeen Proving Ground, MD.
- Hartman, N. Using the Internet Effectively for Homeschooling Projects. APG Homeschooling Coop, Aberdeen Proving Ground, MD

PROFESSIONAL ASSOCIATIONS

Knowledge Management Professional Society, 2005-Present

American Association of School Administrators, 2002-2006

American Library Association, 1992-2004

COMMUNITY INVOLVEMENT

Workgroup Facilitator for Army Family Action Plan (AFAP) Conferences, 2008, 2006, 2004

Parliamentarian, Military & Civilian Spouse’s Club Board Member, APG, June 2005- 2007

Computer Applications & Online Learning Instructor, APG Homeschool Coop, 2005-2008

Interim Chair, 61st HHC Family Readiness Group (FRG) – APG, June 2004-March 2005

Technology Coordinator, Planning Committee for Ethnic Heritage Month Activities, Nov. 2003, Feb. 2004, May 2004