

MARY H. JONES

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USA

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Citizenship: United States and United Kingdom

Phone: 713-893-8004 (Skype)

Marital Status: Married, no
dependents (teaching team)

Professional Skills

- **Certified Librarian and Information Specialist K-12**
- Manage library collection and programs at all levels
- Assist classroom teachers with literacy programs
- Teach information literacy skills to staff and students
- Supervise and evaluate library staff
- Manage library budget and purchases
- Update library holdings

Work History

Librarian/Teacher

Nexus International School, Singapore

2011-present

- Teacher/Librarian for grades k-12.
- Coordinates literacy skills and lessons with staff, including IB and PYP programs.
- Schedule special events and use of library facility.
- Teach staff and students online databases and library catalogue software.
- Teach English and ESL classes for grades 6-8.

Head Librarian, Administrator

2009-2011

American School of Quito, Quito, Ecuador

- Supervise seven members of upper school library and bookstore staff; co-supervise elementary library.
- Teach staff and students online databases and library catalogue software.
- Teach and administer library orientation program for incoming 9th grade students.
- Schedule special events and use of library facility.

High School Librarian

2005-2009

Milby High School, Houston, Texas

- Taught information literacy to all grades
- Worked with students from different ethnic and socio-economic backgrounds
- Taught staff development classes to teachers and staff
- Updated library holdings
- Managed library collection and staff

Middle School Librarian**1998-2005*****Olympic Middle School, Auburn, Washington***

- Managed library collection and staff
- Coordinated technology for school
- Served as member of school leadership committee

H.E. Charles Middle School, El Paso, Texas**1996-1998**

- Managed library collection
- Developed technology acquisition plan for school
- Initiated library student work/study program

Elementary School Librarian**1993-1996*****Dowell Elementary School, El Paso, Texas***

- Managed library collection
- Served on site-based decision committee
- Updated library holdings

Elementary Teacher, self contained classroom—various locations**1980-1992**

- Includes Department of Defense Schools, Dexheim, Germany (two years)

Education

- **Master of Library and Information Science**, University of Texas at Austin, 1993. Emphasis on developing and organizing media collections and library materials for children and young adults; information search strategies through the internet and electronic data bases.
- **International Baccalaureate Librarian Training**, Levels 1 & 2. (2007)
- **Required non-degree graduate study** for New York State Teaching certificate (33 hours), State University of New York at Brockport, 1975.
- **Bachelor of Science**, State University of New York at Geneseo, 1972. Major: elementary education. Minor: psychology.
- **Professional Development**: “Making Best Use of the Internet to Enhance Your School Library Program,” (2001 by Peter Milbury) and “Using the Internet to Enhance Your Library Program” (2002 by Pam Berger) Bureau of Education and Research. UCLA Extension courses in technology.
- **Primary Years Program Training**. (2011)

Certification

- **Texas**: Learning Resource Specialist (Library), Elementary Teaching
- **Washington**: K-12 Learning Resources, K-8 Education
- **New York**: Elementary Teaching

REFERENCES AVAILABLE ON REQUEST