



DONNA MOATS

Summary

Confident leader dedicated to process and procedure. Exceeds expectations for staff performance, consistently enforces rules and seeks opportunities for team improvement. Offers high integrity, attention to detail and excellent decision-making abilities. Highly motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Passionate about literature and education, adept at successfully promoting literacy amongst community youth through innovative library programming and outreach services. Media Specialist trained in helping teachers maximize student learning with useful technological resources and support equipment. Excellent attention to detail and problem-solving abilities with friendly and adaptable approach.

Education and Training

Montana State University - Billings | Billings, MT
Library/Media Specialist Endorsement
Expected in 07/2023

Tennessee Technological University | Cookeville, TN
Specialist in Education in Instructional Leadership

Lee University | Cleveland, TN
Master of Arts in Teaching

The University of Tennessee - Chattanooga | Chattanooga, TN
Bachelor of Science in Legal Studies

Cleveland State Community College | Cleveland, TN
Associate of Science in Legal Studies

Certifications and Licenses

K-8 Alaska Teaching Certificate
Administrative Regular Type B Certificate
K-8 Tennessee Professional Teaching Certificate

Experience

Anchorage School District
Anchorage, AK
School Librarian
07/2022 - Current

- Researched, selected, and obtained children's books and materials.
- Communicated with classroom teachers to plan library visits.
- Set up and created bulletin boards and displays for classrooms and school hallways.
- Managed and monitored technology resources and materials.
- Requested funding by researching and applying for grants.
- Devised and organized fundraisers to gain financial support from community.
- Kept resources in clean and working fashion to maintain availability for use.
- Replaced worn labels and barcodes to keep materials in good physical condition.

- Troubleshoot technical problems with library computers and other technology.
- Taught group and individual instruction sessions to impart knowledge of library and research practices.
- Helped children select and locate age-appropriate books and educational materials.

Anchorage School District
Anchorage, AK
Elementary Classroom Teacher
07/2020 - 07/2022

- Taught students subject-specific material, learning strategies and social skills.
- Improved student engagement by implementing student-centered classroom management techniques to foster academic curiosity.
- Instructed students in standardized subjects as well as general learning strategies and skills for social development and character.
- Helped students learn to persevere with challenging tasks and build resilience for later educational efforts.
- Referred to district standards to plan lessons and prepare students to take standardized assessments.
- Promoted physical, mental, and social development by implementing classroom games and outdoor recreational activities.
- Embraced and actively promoted inclusive and equitable learning environment.

Polk County Board of Education
Benton, TN
Elementary Classroom Teacher
07/2009 - 07/2020

- Offered hands-on learning opportunities to develop student self-esteem and life skills.
- Worked with school administrators to develop classroom management policies for grade level.
- Embraced and actively promoted inclusive and equitable learning environment.
- Built strong relationships with parents and students, driving investment in academics.

Cleveland State Community College
Cleveland, TN
Adjunct Professor
07/2016 - 02/2018

- Interpreted assessment data to determine best intervention methods for students.
- Encouraged love of reading and promoted literacy to students.
- Communicated positively with students through engaging conversations.
- Instructed students individually and in groups using varied teaching methods.
- Offered hands-on learning opportunities to develop student self-esteem and life skills.

Murray County Board of Education
Chatsworth, GA
Elementary School Teacher
07/2001 - 07/2009

- Created safe, nurturing environment of trust and respect.
- Taught students subject-specific material, learning strategies and social skills.
- Implemented multiple methods to improve student educational success.
- Administered tests and assessed results to evaluate student understanding of material.
- Worked with school administrators to develop classroom management policies for grade level.