TANYA L. SOLTYS

Morris Plains, New Jersey
tsoltys23@gmail.com

Motivated, organized, and passionate teaching professional with a strong commitment to engage technology in learning and development. Recognize the potential in others and motivate them to reach their goals through example and positive reinforcement. Establish and maintain excellent rapport with students, faculty and staff of diverse cultural and social backgrounds.

EDUCATION & CERTIFICATION

Master of Education in Educational Leadership (2011)
American College of Education, Chicago, Il GPA: 3.9

Master of Science in Education (2004)**,** Major: Technology Integration
Walden University, Minneapolis, MN GPA: 4.0

Bachelor of Science in Business Administration (1996), Major: Business Administration/CIS
Rider University, Lawrenceville, NJ Dean's List

New Jersey Standard Teacher License & New Jersey Principal Certificate of Eligibility

EXPERIENCE

College of St. Elizabeth - Morristown, NJ   February 2017 - Present
Director of Instructional Technology
Facilitate faculty innovation and training in effective online, face-to-face and blended learning course design.

- Provides leadership and oversight for the planning, development, and management of online and Web-enhanced courses.
- Guide the appropriate integration of a wide variety of technologies into all College academic programs consistent with the academic strategy and priorities of the College.
- Serve as a liaison to the College's Academic Strategic Advisory Committee, Information Technology Directors Committee, and other campus IT agencies.
- Provide leadership in instructional excellence & course development for faculty.
- Work with Faculty, IT Professionals & College Administration to Build an Online Vision & Strategic Plan
- Create internal resource webpages for students, faculty and staff.
- Managed and Implemented transfer of Moodle online learning platform to 3rd party hosting solution
- Designed college wide online learning platform master shells for face-to-face, hybrid and fully online course.
- Design and maintain online Moodle training academy for all adjunct professors
- Created Moodle course checklist for minimum required elements in learning platform.
- Created weekly college technology related newsletter .

Ramsey Public Schools – Ramsey, NJ   June 2014 – February 2017
Technology Integration Specialist
Assist teachers and administrators in the effective use of technology integration in lesson design and projects.
- Communicate technology-related information to parents, community, professional staff, and students through newsletters, social media, presentations, and other outlets including iPad Initiative, Teacher Online Help Center and Student Online Help Center websites
- Plan, coordinate and execute professional development workshops and training for teachers to support technology integration and educational applications throughout the school year and summer.
- Work directly with classroom teachers to develop, teach and model the use of technology and technology supported activities and projects
- Work with supervisors and building principals to support technology integration in subject area curriculum.
- Introduce and support new and emerging technology applications and instructional practices
- Provide leadership and support in developing a digital citizenship curriculum
- Evaluate effectiveness of technology integration through a variety of formative and summative assessments, analysis of student data, needs assessments, and other feedback.
- Support and track progress on district pilot initiatives.

Mount Laurel Public Schools – Mount Laurel, NJ   September 2006 - July 2014
Computer Teacher
Instructed middle school students in the latest technology, aligned with the New Jersey Core Curriculum Standards.

- Designed lessons in accordance to the New Jersey Common Core Curriculum in Understanding by Design format, which integrates 21st Century skills and school-to-home use including Google Apps and coding.
- Adapted lessons and projects to meet the needs of all levels and styles of learners by implementing teaching methods such as multiple intelligence, self-directed learning, and differentiated learning
- Collaborated with colleagues on cross-curricular student projects
- Planned and executed school and district technology professional development
- Provided technical support for faculty, administration and staff
- Assisted Administration and Faculty with student data

Georgian Court University– Lakewood, NJ   May 2001 – July 2006
Instructional Technology Specialist
Provided technology instruction and workshops to University students, faculty, staff and area school district partners in various technology topics.

- Effectively researched and implemented School of Education ePortfolio program.
- Provided staff development for University students, faculty and staff.
- Conducted workshops and developed support documentation for common University common software applications.

- Provided leadership and support for on-online, distance learning courses and defined appropriate instructional strategies and philosophies for course redesign.
- Successfully maintained Georgian Court Information Technology Department website.
- Implemented and managed Blackboard system portal including creation of classes, clubs, and organizations, enrolling students, technical support, and course development.
- Assisted faculty with incorporating a variety of technology learning techniques into courses shells including video, voice lectures, presentations, and voice narration.
- Conducted topic specific workshops for education classes including ePortfolio creation.

TimeCruiserComputing Co – Fairfield, NJ   June 2000 – May 2001
Implementation Specialist
Designed and delivered client specified software training nationally providing supportive documentation and training materials.

- Conducted group and individualized training on platform functionality and implementation.
- Developed support documentation for platform functionality
- Designed training materials to meet client's specific needs.
- Monitored client sites to increase usability and identify future strategies for improvement.

Carteret Public Schools – Carteret, NJ   September 1998 – June 2000
Technology Teacher
Taught computer courses to Grade 1 to Grade 5 students and those with ESL, Special Education, and Multiple Handicapped in various software packages including Microsoft Office.
- Ensured a positive learning environment by encouraging good behavior and participation through positive feedback and reward system.
- Provided technical troubleshooting for faculty and administration while ensuring software and hardware was maintained in the school lab.
- Adapted lessons and projects to meet the needs of all levels and styles of learners by implementing teaching methods such as multiple intelligence, self-directed learning, and differentiated learning.

COMMITTEES
Instructional Technology Committee - 2018 - Present
Thought Leaders Committee - 2018 - Present
Rainis Auditorium Training Committee - 2018
Academic Strategic Advisory Committee - 2017-2018

PRESENTATIONS
Moodle Student Orientation
Teaching With Moodle - Faculty Orientation
ADA Compliance @ CSE
Moodle & QM - Level 1
Moodle & QM - Level 2
Introduction to Open Education Resources (OER)
Using Zoom for Course Continuity