

# Beth E. Jordan

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## **SUMMARY OF QUALIFICATIONS**

- Twelve years of teaching experience (K-12 and adults)
- Four years of teaching Intro to Technology for Teachers (undergraduate course)
- Conducts ongoing research at the university level including planning, conducting, analyzing data, and reporting research
- Holds Florida Professional Educator's Certificate, Elementary Education (K-6)
- Clinical Educator trained
- Two years of experience working in international/multicultural environments in a variety of positions such as an instructor, tutor, substitute teacher, test administrator, and educational counselor.
- Works well with at-risk and gifted students
- Integrates computers and other technologies in the classroom for instruction and administrative tasks
- Incorporates multicultural experiences from world travels
- Speaks basic, functional Spanish and German
- Demonstrates leadership skills among peers
- Demonstrates excellence in organization, logistics, and presentations; detail-oriented

## **EDUCATION**

### **University of South Florida, Tampa, FL**

Doctoral candidate in Instructional Technology (cognate in Reading), current (expected completion in Spring 2014)

### **Columbus State University, Columbus, GA**

Master's Degree in Early Childhood Education, September 1999-August 2001

### **University of South Florida, Tampa, FL**

Bachelor's Degree (Cum Laude) in Elementary Education (concentration area-Spanish), December 1991

### **Southern Nazarene University, Bethany, OK**

Undergraduate, January 1987-May 1988

## **PROFESSIONAL EXPERIENCE**

### **University of South Florida**

Visiting Professor, Dec 2013-May 2013

- Instructor for EME2040 Introduction to Technology for Educators, both online and face-to-face
- Facilitate the collaboration of instructors to design and implement EME2040 according to updated standards and current practices in higher ed
- Instructional Technology Graduate Certificates coordinator

Graduate Teaching Assistant, August 2009-Dec 2012; May 2013-**current**

- Instructor for EME2040 Introduction to Technology for Educators, both online and face-to-face
- Collaborate with supervising instructor and other instructors to redesign EME2040 according to updated standards
- Participate in course redesign research
- Collaborate with other instructors designing activities for the online sections
- Co-PI on IRB for course redesign research
- Present at conferences regarding course redesign process and research

Graduate Research Assistant, May 2011-June 2012

- USF Ad Hoc Committee on Classroom Capture (Summer 2011)
  - Conducted review of literature related to Classroom Capture in higher ed
  - Organized and maintained the committee's summative report (with hypertext) submitted to the Provost
  - Interviewed and gathered documentation from expert sources to inform committee's decisions
  - Participated in regular committee meetings
  - Assisted Dean Kennedy (committee chair) with other administrative tasks as needed such as coordinating meeting times, communicating via email with committee members and guests, reviewing minutes, and creating agendas
- USF Classroom Capture Committee (Academic year 2011-12)
  - Organized and maintained the committee's summative report submitted to the Provost and the USF Faculty EC
  - Contributed to the design and implementation of the pilot study
  - Served on Orientation Subcommittee to create and conduct an orientation for faculty participants as well as supply faculty and student participants with support materials and assist participants as needed upon their request
  - Served on Acceptable Use Policy Subcommittee to develop an AUP for USF's implementation of Classroom Capture
  - Served as consultant to the Evaluation Team in designing the instrument and writing the final Evaluation Report
  - Participated in regular committee meetings
  - Assisted Dean Kennedy (committee chair) with other administrative tasks as needed such as coordinating meeting times, communicating via email with committee members and guests, reviewing minutes, and creating agendas
  - Provided information to University News Coordinator for USF press release about Classroom Capture Pilot Study and arranged faculty interview for her

- Worked with USF press photographer to setup photo shoot for press release
- Co-presented committee outcomes at the USF Faculty Senate EC meeting (June 6, 2012)

Graduate Assistant iteach program, September 2011-Dec 2012

- Coordinated and conducted workshops to train iteach cohort in effective technology integration
- Tracked workshop attendance
- Communicated with the cohort via email and Blackboard announcements
- Communicated with iteach Fellows to schedule workshops and provide status reports for the cohort members from their departments
- Reviewed and provided feedback for final projects (video showcasing technology-integration)
- Assisted iteach coordinator, Dr. Michael Berson, with other administrative tasks as needed such as printing certificates, coordinating and conducting events, ordering supplies, etc..
- Staffed the iteach lounge (EDU252) providing students and faculty with technical assistance, checking equipment in/out, performing maintenance tasks, collaborating with colleagues on multimedia projects, and other tasks as needed

### **Cimino Elementary School**

Teacher, 2006-2013 (currently on leave)

- Primary classroom teacher in integrating the use of computers in language arts activities such as research, digital storytelling, and publishing
- Coordinated and maintains the grade-level computer lab schedule (SY08-09)
- Shares useful websites, forms, rubrics, technology-related lessons, and activities with colleagues

### **Central Texas College, Kitzingen, Germany**

Adjunct faculty, May 2005-June 2006

- Instructed several courses in the Child Development Associates degree program
- Designed and instructed a one-hour special topics weekend course on integrating movement in the classroom

### **Central Texas College, Bamberg & Kitzingen, Germany**

FAST instructor, September 2003-June 2006

- Instructed soldiers in vocabulary, reading comprehension, and basic math problem-solving skills (**F**unctional **A**cademic **S**kills **T**raining)
- Augmented the given curriculum with motivating activities and information on how to access online math training and online vocabulary support tools

Substitute test administrator

- As needed, performed the duties of proctoring exams including GRE, CLEP, and course exams for distance learning students
- Completed appropriate documentation for security and validity of tests and testing results

Substitute educational counselor

- As needed, performed the duties of an educational counselor including reviewing online academic records for soldiers, providing information regarding the GI Bill, online registration for courses and signing clearing papers for soldiers who were out-processing

#### Tutor

- Manned the academic library and provided assistance with the computerized tutoring program

#### **Waddell Elementary School**, Columbus, GA

Teacher, August 1999-June 2003

- School Year (SY) 1999-00
  - Primary classroom instructor for third grade
  - Used computers with students for independent research
  - Utilized gradebook software, word processing for administrative purposes and student activities
  - Instructed several colleagues in gradebook software
- SY 2000-03
  - Primary classroom instructor for first grade
  - Integrated technology in daily academic activities such as creating graphs to record data, word processing, online research, filming student-directed adaptation of literary works, and software for improving reading skills
  - Served on the Muscogee County curriculum council during math and language arts textbook adoption processes; created a response form and compiled the faculty's responses into a spreadsheet
  - (SY 2002-03) Served as grade-level lead teacher coordinating grade-level curriculum planning and pacing, facilitating analysis of testing data, gathering and electronically sharing forms, lesson plans, activities, useful websites with my team

#### **Allen Elementary School**, Columbus, GA

Long-term substitute teacher, March-June 1999

- Substituted for the state funded pre-K located at a local public elementary school
- Trained students in the use of age-appropriate software for reinforcing basic skills

#### **Darmstadt Elementary School**, Darmstadt, Germany

Substitute, August 1997-November 1998

- Substituted for instructors in pre-K-fifth grade and specials
- Long term substitute for music using DVDs of accomplished musicians to expose students to professional level music and other aspects of music

#### **Argonner Elementary School**, Hanau, Germany

Teacher's Assistant, March 1997-June 1997

- Provided assistance with pre-K children who have developmental delays
- Created and carried out differentiated learning activities for students using knowledge of developmental stages

### **Haynie School, Fayetteville, NC**

Teacher, September 1992-June 1994

- SY 1993-94
  - Primary classroom instructor for first grade, integrating computers, listening centers, and the arts into the academic curriculum
  - During the planning period, taught Spanish through songs, stories and games to K-2<sup>nd</sup> grade
- Summer 1993
  - Taught physical education and Music integrating basic academic skills into the curriculum to grades pre-K through 2<sup>nd</sup>
  - Provided individual tutoring in reading and math using computer software, manipulatives, and learning through play
- September 1992-June 1993
  - Primary classroom instructor for kindergarten integrating computers, listening centers, and the arts into the academic curriculum
  - Taught Music designed to improve listening and following directions as well as basic knowledge to pre-K-first grade during the planning period
  - Taught Spanish through songs, stories and games to kindergarten-first grade while the other teachers taught my class physical education

### **Robin's Nest, Tampa, FL**

Teacher/caregiver, June 1989-December 1989

- Taught music to 2-4 yr. olds using records with movement and music songs
- Provided care for infant-afterschoolers
- Taught Spanish to pre-K and afterschoolers using games, songs, and stories

### **Kingsway Christian School, Brandon, FL**

Teacher, August 1988-June 1989

- Taught grades 1-3 combination class creating all the assessments and enrichment activities for the 2<sup>nd</sup> and 3<sup>rd</sup> grade

### **Southern Nazarene University School for Children, Bethany, OK**

Part time teacher, September 1987-May 1988

- Taught Spanish to grades 1-5 using songs, games, and fun activities
- Provided small group instruction in math and reading

## **SOFTWARE SKILLS**

**Proficient:** Blackboard Academic Suite, Easy Grade Pro, *Elluminate* Live!, HTML, Microsoft Office Suite, SMARTboard technologies, Panopto, Canvas, video/photo editing (Windows PhotoStory3, Windows MovieMaker, iMovie)

**Developing:** QuickBooks, Camtasia

## **INTERNATIONAL ACTIVITIES**

Member of the German/American Friendship club; participated in monthly cultural exchange activities. 2005-06.

Independent travel in many countries in Europe. July 1995-July 2006.

Coordinated and guided monthly trips for 17<sup>th</sup> Signal Battalion Family Readiness Group to help spouses adjust to life in Europe during the soldiers' deployment to Iraq and promote positive relations among other cultures. June 2004-June 2006.

Acted as American liaison between a German Youth Group and the American military spouses in the youth service project. July 2005.

## **PRESENTATIONS**

Jordan, B.E., Vest, D., Wheeler, K. & Hohlfeld, T.N., (April 2012). *Teaching for Real: Integrating Real-World Technology in Preservice Education*. Poster Session presented at the Annual Conference of American Educational Research Association (AERA). Vancouver, British Columbia, Canada.

Jordan, B.E. & Hohlfeld, T.N. (November 2011). *Truly Connecting with Online Students: Instructional Technology Course Redesign Goes Online*. Poster Session presented at the International Convention of the Association of Educational Communications and Technology (AECT). Jacksonville, FL.

Jordan, B.E., Hohlfeld, T.N., Wheeler, K., & Vest, D. (November 2011). *Creating Authentic Learning Environments for Pre-Service Teachers Integrating Technology*. Paper presentation at Florida Educational Research Association (FERA). Orlando, FL.

Jordan, B.E., Singh, O., Stewart, M.K., Spears, C., & Hohlfeld, T.N. (November 2010). *Instructional Technology Course Redesign: Iteration One*. Paper presentation at Florida Educational Research Association (FERA). Orlando, FL.

Hayes, S.E. & Jordan, B.E. (November 2009). *Web-Based Differentiated Instruction for Gifted Readers in Search of More*. Graduate Student Poster Presentation at Florida Educational Research Association (FERA). Orlando, FL.

Jordan, B.E. (Spring 2006). *Basic European Travel 101*. Multimedia presentation to the Kitzingen Spouses and Community Club and 17<sup>th</sup> Signal Battalion Family Readiness Group. Kitzingen, Germany.

### **Presented by co-authors**

Stewart, M. K., Baliram Singh, O., Hohlfeld, T. N., Jordan, B.E., & Spears, C. (June 2011). *Proposed Redesign of an Integrating Technology Course for Pre-service Teachers*. Paper

presented at the annual conference of International Society for Technology Education (ISTE). Philadelphia, PA.

Hohlfeld, T. N., Baliram Singh, O., Jordan, B.E., Spears, C., & Stewart, M. K. (April 2011). *Redesign of EME2040 - Technology for Educators: Iteration one and two*. Paper presented at the annual meeting of the American Educational Research Association (AERA). New Orleans, LA.

## **OTHER EDUCATIONAL TECHNOLOGY TRAINING**

**Depth & Complexity with Renzulli Learning System:** Hillsborough County Professional Development course for utilizing the Renzulli Learning System online to create individualized instruction for gifted students. August 2010. Tampa, FL.

**Florida Assessment for Instruction in Reading (FAIR) support team training:** Hillsborough County Professional Development course for facilitating the new statewide online reading assessment, accessing and interpreting the data to differentiate instruction. Summer 2009. Tampa, FL.

**SMART Board Basics:** Hillsborough County Professional Development course for functional skills integrating the SMART Board into the classroom. Spring 2009. Tampa, FL.

**In-Tech: Georgia Integrating Technology.** Grant participant: attended In-Tech with two professors from Columbus State University and assisted them in changing the curriculum in their classes to better prepare future teachers for utilizing technology in the classroom. Spring 2001. Columbus, GA.

**Muscogee County Schools Software Training:** Standardized Test for the Assessment of Reading (STAR), Accelerated Reader (AR), software components of the Harcourt math adoption; assisted first grade teachers in implementing the software in their classrooms. Fall 2002. Columbus, GA.

**The Knowledgeable Teacher:** Preparatory course for National Board Certification process using online resources and video reflections. June 2002. Atlanta, GA.

## **VOLUNTEER OPPORTUNITIES**

**Brandon Church of the Nazarene Finance Committee, Brandon, FL**

Treasurer, March 2012-present

- Meets weekly with Finance Committee Chair to review weekly income and make spending decisions
- Prints checks using QuickBooks or submits payments online to pay bills
- Prepares reports for Church board

**Brandon Church of the Nazarene Missions Council, Brandon, FL**

Study Chairperson, June 2007-2011

- Presented multimedia presentations of current issues in the missionary field

**Brandon Church of the Nazarene Vacation Bible School, Brandon, FL**

Director, July 2007

- Coordinated all the volunteers, materials, registration
- Directed the sing-a-longs with a music DVD projected on large screen

**17<sup>th</sup> Signal Battalion Family Readiness Group, Kitzingen, Germany**

Advisor and trip coordinator, June 2004-06

- Participated in monthly steering committee meetings to advise the company leaders on company-level planning
- Participated in the planning and implementing of battalion family activities
- Coordinated and guided monthly travel opportunities

**United Way Columbus Community Center, Columbus, GA**

Volunteer teacher, Summer 1999

- Taught Spanish using songs, games, and cultural cooking experiences

**Muscogee County School District Curriculum Council, Columbus, GA**

Representative, SY2001-02 and 2002-03

- Represented Waddell Elementary during textbook adoption; collected teacher surveys and compiled the responses in an Excel spreadsheet

**Phenix City Church of the Nazarene Missionary Council, Phenix City, AL**

Member, 2004-05

- Taught some lessons and shared information from the missions' website

**Church of the Nazarene, South Alabama District Encounter Project, Bahamas**

Team member, summer of 2002

- Trained and coordinated teenagers to teach Vacation Bible School

**U.S. Army 3<sup>rd</sup> BDE, Communications' Section Family Readiness Group, Columbus, GA**

Key Caller, Spring 2002

- Dispersed official information to family members of deployed soldiers through email and phone calls

**U.S. Army 440<sup>th</sup> Signal BN, HHC Family Readiness Group, Darmstadt, Germany**

Leader, 1997-98

- Coordinated monthly activities for the support of soldiers and family members
- Coordinated and carried out various fundraising activities
- Created and maintained phone rosters in Word
- Trained volunteers for various duties

**PROFESSIONAL ASSOCIATIONS**

Association for Educational Communications and Technology (AECT)

American Educational Research Association (AERA)

Kappa Delta Pi, Columbus, GA chapter. (inactive)