

LaurieAnn Riley

Professional Experience

August, 2007 to present

Chelsea Public Schools

Chelsea, MA

District-Wide Lead Librarian. Direct team of five librarians and five paraprofessionals in four school libraries (grades 1-12) in systemwide planning and projects. Work with Chelsea Public Schools' administrators to help implement library policies, resolve problems, and develop procedures for the department. Collaborate with other school departments to create and implement professional development opportunities designed to foster the infusion of 21st century learning skills into the learning environment. Serve as a liaison between school libraries and outside community agencies.

August, 2005 to present

Williams Middle School Complex (Browne & Wright Middle Schools)

Library Media Specialist. Organize and manage information resources with the best available technology. Select and maintain collection of over 26,000 volumes. Work with approximately 1,000 students and 100 teachers in grades 5-8 on research-based assignments. Teach students to locate, access, evaluate and use resources to meet learning and information needs and to establish independent and lifelong learning skills. Teach Introduction to Web Design to students in grades 5-8. Manage budget of over \$14K. Supervise staff of paraprofessionals and volunteers. Serve on various school committees to foster information literacy and literature appreciation.

January, 1995 to present

Discovery Schoolhouse, Inc.

Milton, MA

Part-Time Bookkeeper/Administrative Assistant. Work with Executive Director performing various office tasks. Prepare weekly bank deposits. Enter weekly parent billing and monthly school expenses. Organize, prepare, and settle state childcare vouchers for children enrolled. Compile monthly statistics for DESE's Child and Adult Care Food Program.

September, 2003 to June, 2005

Cedar Elementary School

Hanover, MA

Library Media Specialist. Work cooperatively with teachers to plan and implement project-based learning related to curriculum frameworks for 580 students in grades K-4. Promote literacy and enjoyment of reading. Teach information literacy skills. Prepare and administer budget. Select and maintain a collection of print and electronic resources. Train and oversee paraprofessional and volunteers.

November, 2000 to August, 2003

Medford Public Library (City of Medford)

Medford, MA

Assistant Children's Librarian. Worked as part of a team of three children's librarians. Responsible for ordering juvenile fiction for grades three through six. Planned and implemented story hours for groups of two to five year olds. Conducted school visits either at the library site or in the classroom. Collaborated with elementary school teachers and librarians to create booklists/programs. Created flyers for library programming. Acted as library liaison to Medford Family Resource Coalition.

April, 2000 to November, 2000

Community Care for Kids (Quincy Community Action Programs, Inc.)

Quincy, MA

Community Partnerships for Children Specialist. Conducted assessments with parents/guardians of young children to establish eligibility qualifications for subsidized child care. Created case records and maintained updated information. Maintained statistical information. Provided support and assistance to family child care providers as they worked toward CDA credentialing. Maintained current knowledge of applicable regulations, policies, child care providers and community resources.

May, 1999 to March, 2000

Commonwealth of Massachusetts Department of Social Services

Weymouth, MA

Ongoing Social Worker. Made assessments, developed client service plans, provided supportive advice and information to clients and arranged for related services while working as part of a social service team. Maintained collateral contact with legal advisors, court systems, therapist, doctors, school systems, etc. Communicated and worked with culturally diverse families, young children and adolescents to provide a safe and healthy environment.

March, 1998 to
April, 1999

Nazareth Residence for Mothers and Children

Roxbury, MA

Child Care Supervisor. Responsible for overall care and safety of all children (ages 0-16 years) living at Nazareth Residence. Acted as Director of Day Care program in process of licensure. Supported mothers in their parenting role and modeled appropriate ways of fostering growth and development in children. Participated as part of Administrative Team, indicating need for referrals or special services for both mothers and children. Supervised all volunteers working with children in Residence.

October, 1997 to
March, 1998

Lena Park Community Development Center

Dorchester, MA

Intake Worker. Conducted OCCS/DSS intake procedures and re-assessments for state subsidized slots in both the preschool and after school programs at two sites (over 120 slots). Maintained waiting list for both programs. Organized, prepared and settled vouchers for over 20 children enrolled in both programs. Responsible for making sure all necessary paperwork was on file and up to date for over 150 children. Assisted Director of Day Care with day-to-day routines.

November, 1995 to
October, 1997

Facing History and Ourselves

Brookline, MA

Development Assistant for Major Gifts. Acted as liaison between seventy-two National Board members and Director of Development. Responsible for drafting various sorts of correspondence for Director and Associate Director of Development. Aided Assistant Director with organizing cultivation and/or fundraising events. Prepared extractions for various mailings of national and/or regional publications. Worked with printer and mailhouse to coordinate large, national mailings.

June, 1993 to
November, 1995

Discovery Schoolhouse, Inc.

Milton, MA

Preschool Teacher. Worked with individual or large groups of children to expand their play, allowing them to pursue their individual ideas and interests. Designed, guided, assisted, set up, and cleaned up activities with children. Assisted in the assessment of children's development. Conducted bi-annual conferences with parents.

Education

August, 2003

Simmons College Graduate School of Library Science

Boston, MA

Master of Science in Library Science

Concentration: School Library Media Program

May, 1993

Stonehill College

North Easton, MA

Bachelor or Arts Degree in Early Childhood Education

Minor in Spanish

MA DESE Certifications: ♦ Massachusetts Educator, K-3 (#312020)
♦ Massachusetts Educator, 1-6 (#312020)
♦ Massachusetts Educator, Library Teacher (#312020)

MA EEC Licensure: ♦ Director II/Lead Teacher Preschool

Computer Knowledge

Proficient in Windows 95/98/XP/Vista, Mac OSX, Microsoft Office tools, Macromedia Dreamweaver, Microsoft Publisher, XHTML code and Worldwide Web/Internet access.

Professional Affiliations

School Library Representative for State Advisory Council on Libraries (Massachusetts Board of Library Commissioners), MSLA member (Web page editor for MSLA Jobs Page), ALA member, NMSA member, AFT member.

References are available upon request.