

## Roxanne Maher

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**From:** So Rodriguez <ledyarddtcncnaomi@comcast.net>  
**Sent:** Saturday, September 21, 2024 1:05 AM  
**To:** Roxanne Maher  
**Subject:** Library Commission Vacancy - Wendy Hellekson  
**Attachments:** Hellekson Resume 2024 Commission.pdf

Hello Roxanne,

The DTC Nominating Committee voted on 9/19/24 to forward/recommend Ms. Wendy Hellekson to fill the open vacancy on the Library Commission left by Ms. Rebecca Nash. Please see attached Ms. Hellekson's resume. Thank you.

Respectfully,

Naomi Rodriguez, Chair  
DTC Nominating Committee



**Party Affiliation \***

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Democrat

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**Disclaimer & FOIA Information**

Your attendance and active participation is important for the Committee to conduct its business. Any member of a Committee/Commission/Board who is absent from three (3) consecutive regular meetings and any intervening duly called special meetings shall be considered to have resigned from the Committee and the vacancy shall be filled, except that the Committee may vote to waive attendance requirements in each case where illness or other extenuating circumstances make it impossible for a member to meet the attendance requirements. It shall be the responsibility of the Chairman of the Committee to notify the Town Council or Mayor's office when a member has not properly performed his/her duties.

**Please Agree with the Following Statement**

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**If selected as a board member, I understand that information on this application is subject to the Freedom of Information Act (FOIA) and may be disclosed to anyone requesting this information.**

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I Agree

**Signature (type full name below)**

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Wendy Hellekson

**Wendy Hellekson**  
Ledyard, Connecticut 06339  
Cell: 860.319.4840  
Email: [wendy@hellekson.com](mailto:wendy@hellekson.com)  
Online Portfolio: <https://whelleks.wixsite.com/mlis-portfolio>  
Gallup Hill School Library Page: <https://galluplibrary.my.canva.site/home>

Education, Honors, and Certifications

**Education**

Master of Library/Info Science with K-12 Certification Kent State University <i>Kent, Ohio</i>	Aug. 2019
Master of Teaching in TESOL with Public School Certification The School for International Training now SIT Graduate Institute <i>Brattleboro, VT</i>	2005
Bachelor of Science in Psychology Northeastern University <i>Boston, Massachusetts</i>	2001

**Certifications**

**Expiration**

Connecticut Professional Certification #C032010000131 TESOL Connecticut SCHOOL LIBRARY-MEDIA SPECIALIST	2/7/2025 Currently in recertification process.
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Specialized Training

**Capturing Kids Hearts**

Trained in Capturing Kids Hearts - creating a respectful classroom.

**Strategic Instruction Model Strategies (SIM Strategies) Attended**

training in and/or teach using the following:

Sentence Writing Strategy, Word Identification, Fundamentals of Paraphrasing and Summarizing, Paraphrasing Strategy, LINC'S Vocabulary Strategy, Sentence Writing Strategy (proficiency), Paragraph Writing Strategy, Error Monitoring Strategy, Assignment Completion Strategy, Test Taking Strategy, SLANT

**Accelerated Reader – Renaissance**

Implemented a building wide effort to increase reading. Students were required to read 20 minutes a day building-wide and were given awards and prizes for meeting their reading goals. Cataloged all the books in the classroom (roughly 700) in terms of accelerated reader goals and provided students the skills to find books within their reading range. Became the building-wide manager for the software and made sure it was accurate.

**Data Driven Decision Making (DDDM)**

Implements Data Driven Decision Making in my classroom and as a building coach. This is the use of data to inform the teacher how they should proceed with instruction. This helps the school with the district drive towards DDDM. I am able to show others how to use DDDM in their own classes.

Wendy Hellekson  
Résumé– Con't 2

### **Google Certification**

Basic Google Certification – 16 hours of online coursework

### **Marzano**

Attended 2-day seminar in Marzano techniques to inform and instruct my teaching. Also, a building coach for Marzano.

### **Explicit Direct Instruction**

Attended a weeklong training in EDI. Techniques involved keeping students active and engaged in lessons. Increases retention of lesson information.

### **Computer Skills**

Very strong computer skills. I am interested in any programs that can enhance classroom instruction or provide useful data for DDDM

- *ALEKS* – online math program.
- Ellevation – EL progress monitoring software
- Fluent in *Microsoft Office Suite* including: Word, Excel, PowerPoint, Outlook, and Publisher.
- Follett: Destiny, Destiny Quest.
- PowerSchool trainer for Ella T. Grasso.
- Unofficial Google Trainer at Ella T. Grasso
- ParentSquare
- SmartBoard use and implementation

### Employment

Media Specialist at Gallup Hill School August 2022 – Present  
Ledyard Board of Education, *Ledyard, CT*

- Teaches Pre-K through 5<sup>th</sup> grade classes in AASL standards.
- Teaches basic computer proficiency in the Google Suite to 3<sup>rd</sup> -5<sup>th</sup> grade.
- Maintain a library of 10,000 volumes: check-ins and outs and keeping up with the latest technology and media.
- Maintain out-facing website for students, teachers and guardians.

TESOL Instructor at Ella T. Grasso Technical High School August 2005 – August 2022  
State of CT Technical High School System, *Groton, CT*

- Teaches EL classes to students that identifies and addresses areas of instructional need in English Language Acquisition.
- Coteaches in academic classes alongside core subject teachers.
- Monitors student progress and ensures progress in English Language acquisition and literacy.

EFL Instructor – *LiveUSA* Online 2005-2006

- Taught English Language as a foreign language online to Chinese students throughout Asia.

## Student Teaching

Fall 2004

Student Teacher – *Keene School District* Keene New Hampshire Assisted teaching K-8:

- Taught ESL to elementary students
- Used Brain Gym as a way to engage learners.

Student Teacher – *Putney Center School* Putney Vermont

Spring 2005

- Assisted in a 3<sup>rd</sup> Grade class
- taught cursive writing and literacy skills to students

## MLIS Practicum

Spring 2019

100 hours – *Ella T. Grasso Technical High School* – Groton, Connecticut

- Added and removed books from the collection.
- Cataloged original materials
- Marketed the library to the students and staff through posters and morning/afternoon announcements and videos with other staff members
- Set the library up to be moved to a new building,
- Taught classes in research methods using Google operators and using an online database.

## Allied Employment

### School Based Interventionist

Healthcare and Rehabilitative Services of Vermont (HCRS) *Springfield, Vermont* 2001-2003

- Employed behavior modification techniques to help transition elementary and middle school students back to public school.
- Trained and certified in several de-escalation techniques

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The Putney School, intermittent employment *Putney, Vermont*

1996-2005

### Library Assistant

- Cataloging books, checking books in and out, make book buying recommendations, book shelving, student monitoring in the evenings, and assisted students with research.

### Summer Programs Assistant to the Assistant Director

- Data entry, Filing, photocopying, scheduling adults and students in evening classes, driving a bus, arranging for the technical aspects of assemblies and other special events.
- Assisted students, staff and parents with issues related to boarding summer camp.
- Assisted with advertising

## Language Abilities

- Low Moderate Spanish and French– able to communicate and write letters home to parents and instruct students in academics. Study both to help increase my effectiveness
- Russian study regularly

## Professional Affiliations

TESOL – 2005 to present

American Library Association – 2016- present

Connecticut Library Association – 2017 – present

References available on request