

# Melanie Keillor, EdS, ABD

4973 Turtle Lane East, Shoreview, MN 55126  
651-402-7726 mdkeillor@gmail.com

## Educational Vision

My passion is to support teachers and staff to foster student success. I am driven to identify the most effective practices through the use of data. I believe through equipping staff and teachers with the most up-to-date research strategies, classrooms can be engaging and rigorous for all students.

## Leadership Experience

**Data and Assessment Coordinator**, Edison High School, Minneapolis, MN  
2016-current

Interpret, analyze, and prepare data for administration, staff, and students. Provide academic, behavior, graduation, and intervention data driving next steps as needed. Coach, develop, and evaluate teachers in their instructional practice. Coordinate, train, and administer district and state assessments.

- ❖ Provide data and data analysis to direct next steps in school and team goals.
- ❖ Lead Multi-Tiered Student Supports team and design a school-wide intervention structure and system for Edison High School, partnering with Social Workers and Psychologists.
- ❖ Instructional coaching of probationary and veteran teachers weekly.
- ❖ Observe and evaluate probationary and veteran teachers as a Secondary SOEI observer.
- ❖ Lead ELL department in developing language acquisition standards and creating aligned common assessments and rubrics
- ❖ Provide data and strategies to focus on high behavioral areas and possible solutions, partnering with Deans.
- ❖ Provide data and support in addressing IEP needs, partnering with Assistant Principal to train and support Special Education Coordinator, Dean, and Case Managers.
- ❖ Serve as active member of the Instructional Leadership team, Operational Leadership team, and Equity Leadership team.
- ❖ Provide training and support on Assessment Literacy to departments and teams
- ❖ Support and train English Language team and teaching staff regarding best practice and data-driven instruction for English language students.
- ❖ Provide data, analysis, interpretation to teams and departments including Social Studies, Math, English, Science and all grade levels.
- ❖ Compile and disseminate all agenda items and discussions pertaining to ILT, OLT, and staff meetings.

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### **ELL Coordinator, Mounds View Schools, Shoreview, MN 2015-2016**

Coordinate and develop growing EL program K-12; partnering with 15 ELL teachers, classroom teachers and administrators, the Early Childhood program, Cultural Liaisons, and 500 plus students and families.

- ❖ Implement team observations in effort to build unity and community within isolated EL roles at 13 different sites
- ❖ Provide professional development in large and small settings regarding EL definitions, EL student needs, and classroom strategies
- ❖ Provide continuous support to ELL staff in determining entrance and exit criteria, academic needs and strategies, scheduling, testing, and resources
- ❖ Monitor and provide support for monthly Professional Learning Community meetings for secondary and elementary groups focusing on writing
- ❖ Evaluate and analyze formative and summative data, providing support on next steps in instruction and support with teachers and administration
- ❖ Maintain budget by providing resources, staffing, and professional development opportunities

### **Elementary Leadership Coach, Mounds View Schools, Shoreview, MN 2015-2016**

Continuous Development of Elementary Instructional Coaches providing support, professional development, and mentorship.

- ❖ Model and strategize best practice for leadership to support weekly Professional Learning Communities and Teacher Development Appraisal Process (TDAP) at various grade levels and sites
- ❖ Develop network for Instructional Coaches to connect and collaborate
- ❖ Work directly with Principals to address vision of Instructional Coach roles and needs of site
- ❖ Assist in development of data collection systems in order to engage classroom teachers in formative and summative data conversations
- ❖ Lead professional development to equip building leaders in supporting teachers
- ❖ In-depth instruction on specific strategies on the cycle of "Plan", "Do", "Study", "Act" within the Professional Learning Communities
- ❖ Build understanding for instructional coaches to lead in the analyzing of data

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- ❖ Model how to diagnose areas of growth and weakness of students and strategies to improve growth
- ❖ Provide guidance and resources on Culturally Responsive Teaching, Equity vs. Equality, and Adaptive vs. Technical
- ❖ Engage leaders in creating cultures of trust and collaboration within their sites

### **Instructional Coach, Valentine Hills, Arden Hills, MN 2012-2016**

Instructional leader with solid experience of providing pedagogical support for all teachers including teaching models, strategies and new initiatives. Skilled in equipping all teachers with data analysis of students through reports and training to personalize instruction and create an effective instructional model. Strong academic background in formative assessment and curriculum development. Built relationships with students and families.

- ❖ Facilitate PLC and Teacher Development Appraisal Process (TDAP) work with each team through coaching and mentoring teachers
- ❖ Work closely with Literacy Coach to support Balanced Literacy initiative, changing instructional practices in many classrooms
- ❖ Train, support, and engage all teachers in best grading practices, including creating and implementing priority standards and standards-based report cards for district
- ❖ Worked with Thomas Guskey on the development of standards-based report cards
- ❖ Identify, plan, and present professional development using John Hattie's "effect size list"
- ❖ Trained and supported staff on Culturally & Linguistically Responsive Learning strategies developed by Sharroky Hollie
- ❖ Led Priority Standards work beginning with Literacy throughout district
- ❖ Co-lead Building Instructional Leadership Team
- ❖ Assisted Principal and Student Services in administrative roles, instructional support, behavior management, and family relationships
- ❖ Planned, prepared and promoted engagement opportunities for Latino, Hmong, and Somali families with cultural liaisons
- ❖ Mounds View Leadership Fellowship I & II - district leader selected to collaborate and drive best practice at all levels

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- ❖ Minnesota Math and Reading Corps coach, overseeing interventions, providing guidance, feedback, and support

## **Summer School Administrator, Valentine Hills, Arden Hills, MN Summer 2014**

- Hire, manage, and support staff for summer school program
- Initiated "Summer Steam", an integration of STEAM into the summer school program

## **Instructor, 'Instructional Delivery Models' Mounds View School District 2014 - 2016**

- Co-teach Mounds View instructional models to staff pursuing a Master's degree

## **Professional Experience**

Classroom Teacher, Valentine Hills, Arden Hills, MN  
2006-2012

- Differentiated curriculum for all students utilizing state standards and continuing formative assessment
- Focused on student growth at all levels, with 80-90% of students meeting their personal growth goals
- Designed and modified curriculum for above and below grade level readers and math students, grades 1-5.

Resource Teacher, Turtle Lake, Shoreview, MN  
2004-2006

Stay-at-home mom  
1995-2004

Classroom Teacher, San Diego, CA  
Horizon School  
1992-1995

## **Education/Awards**

**Ed.D Educational Leadership**, ABD University St. Thomas, St. Paul, MN  
*Dissertation Topic - Narrative Stories of SLIFE (Students with Limited or Interrupted Formal Education) Immigrant Women in Minnesota*, completion

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\*Leadership Representative/Board Member

**Ed.S. Education Administration**, 2013, University St. Thomas, St. Paul, MN

\*GPA 4.0

**M.A. Education**, 2007, Hamline University, St. Paul, MN

Elizabeth Sorenson Award

GPA 4.0

**K-6 Teaching Credential**, 1992, Chapman University, San Diego, CA

**B.A. Communications**, 1990, Northwestern College, St. Paul, MN

## Professional Development

SOEI Trained	MYP/IB Programing
EMID ELL Member	TESOL/WIDA Conference
Uppsala, Sweden Cohort	U of M Global Studies
Innocent Classroom	Urban Leadership Academy
Minnetonka Leadership Conference	Common Formative Assessment
Co-Presenter, MNCTM	Standards-Based Report Cards training
PLC training; presenter	Seeking Equity Educational Diversity I, II, III
National Service Learning	Creating Culturally Responsive Schools
SIOF	Family Partnership
Flipped Classroom	ASCD member
Responsive Classroom	MSDC conferences
Nurtured Heart	Courageous Conversations - facilitator
Love & Logic	CPI certified
Co-teaching	NAMEN district representative
MACL participant	TIES Technology conferences

## Community Involvement

- o Director, High School Musicals & Plays - 12 years
- o Developed & Implemented training for teachers of refugee camps, Cambodia - Summer 2009
- o Member, High School Booster Clubs - 6 years
- o Service Learning instructor - H2O for Life, Empty Bowls, Feed My Starving Children - 5 years
- o Educational Partnership – Mounds View and Samoan schools - 2006
- o Youth Leader, High School - 8 years
- o Parent - Elementary, Middle School, High School, College