

James A. Mitchell
3 Nadeau Street
Old Town, ME 04468

Professional Experience

- Technology Integrationist, Rainbow American Elementary School, DoDEA, Bavaria, Germany.** Aug 2008 to Feb 2010
Supported teachers integrating technology into curriculum. Was responsible for maintaining two labs, offering instruction to Grades 3 to 6 in the labs. Composed and edited the documents for the five-year certification inspection, which the school passed with exceptional ratings in all aspects. Edited and redesigned the school Student Parent Handbook. Designed, coded, and created school website. Sponsored after-school technology club.
- Technology Integrationist, Humphreys American Elementary School, DoDEA, Pyeongtaek, Korea.** Aug 2007 to June 2008
Supported teachers integrating technology into curriculum. Designed, created, and maintained websites for the District and the HAES intranet. Lead in the integration of Web applications into school curriculum: blogging, podcasting, publishing to web media servers, integration of open source into the curriculum. Offered instruction to faculty after school in all areas of technology integration: web site design, creative use of whiteboards, innovative strategies incorporated the full power of the web.
- Instructional Systems Specialist, Korea District Office, Seoul, Korea.** Sep 2005 to June 2007
Responsible for support and training on Chancery SMS and was responsible for the implementation of GradeSpeed. Gave training in small group classes and individually for school administrators, registrars, counselors, and support staff. Lead the local teams in creating the next year's schedule. Also served as Point of Contact for the KDSO, producing a monthly newsletter. As Webmaster for the district, I supervised the seven school web sites as well as created an entirely database driven new KDSO site. Programmed in ColdFusion for dynamic content of the website and gave training to webmasters across Korea.
- Information Technology Support, Bechtel Elementary School, DoDEA, Okinawa, Japan.** Aug 2000 to Jun 2004
Supported teachers integrating technology into curriculum. Worked with individual teachers and teams of teachers to develop strategies for success. Administered MS Windows Outlook Server, NT Server, and server backup systems. Taught training sessions after school and during half-days. Offered University of Maryland classes in the professional development of staff. Designed, created, and maintained website for the District and the Bechtel intranet. Designed and built medical record database for school nurses prior to implementation of new medical record system.
- IT Support/Computer Science Instructor, K-12, King and Darby Schools, DoDEA, Sasebo, Japan.** Aug 1997 to Jun 2000
Taught classes in web site design, Microsoft Office, and general computer applications. Computer support person for two schools. Accomplished complete coverage of classroom network connectivity for both schools, which included the design and completion of unfinished network installations. Designed and programmed a hardware tracking database to facilitate maintenance procedures. Trained administrators and teachers in MS Office, PageMaker, and school databases. Coached cross country teams for the high school for two years.
- Technology Director, K-12, MSAD #34, Belfast, Maine.** Jul 1995 to Aug 1997
Responsible for technology purchases and maintenance of all computer equipment for ten schools in this all Macintosh rural school district in Maine. Designed and installed school network infrastructure in five schools. Network administrator of four LANs and one WAN. Provided assistance and support for administration in collecting data and analysis and creation of reports. Installed and administered district wide FirstClass e-mail system. Chair of community-based committee that wrote the technology five-year plan guiding future development of the technology resources for the district. Made presentations for the Board of Education as well as the community regarding technology use in the schools. Regularly offered training seminars for staff that were attended on a voluntary basis.
- Computer Coordinator/Instructor, K-12, American International School, Cairo, Egypt.** Aug 1994 to Jun 1995
Taught AP Computer Science, half time, the rest of the job description was as computer coordinator for the school of 850 International students. Installed and maintained Ethernet Macintosh LAN. Installed telecommunication equipment to enable Egypt's first high school Internet connection. In-service instruction provided on: Internet resources, multimedia, data base management, spread sheet macros, and image processing. Worked closely with teachers in creatively using technology in a country that required government monitoring of resources as a state policy.

Science Instructor, Osaka International School, Osaka, Japan.

Aug 1992 to Jun 1993

Taught AP Chemistry and Physics. Created an entire curriculum focused on inquiry activities in the Physics class. Computer interfaced the science laboratory as part of this project. Designed and implemented a telecommunications curriculum for middle and high school. Did troubleshooting on IBM computers and the Novell network. Managed exchange of data in dual languages across multiple platforms. Taught word processor skills for the staff. Yearbook advisor and tech club sponsor, utilizing a dual language page layout computer program.

Science and English Instructor, Yokota High School, DoDEA, Tokyo, Japan.

Aug 1989 to Jun 1992

Taught Physical Science, Journalism, English, Honors English, and Compensatory Education. Advised the yearbook, student newspaper and photography club. Designed and implemented a desktop publishing program for the school, producing both the yearbook and the newspaper on computers. At the time, this was the first DoDEA school to produce both the yearbook and school papers digitally. Taught in-service classes in desktop publishing. Coached cross-country.

Science Instructor, Kents Hill School, Kents Hill, Maine.

Aug 1984 to Jul 1989

Taught AP Physics, Physics, Chemistry, Meteorology and Biology classes. Designed and implemented laboratory curriculum for general chemistry course. Wrote data collection software for laboratory instruments. Coached state championship ski teams. Directed the campus ski area: installed snowmaking, lights for night skiing, upgraded grooming equipment.

Ski Profession

Keystone & Arapaho Basin	Keystone, Colorado	Private Instructor	1979-1980
Sugarloaf Mountain	Carrabassett Valley, Maine	Assistant Director, Ski School	1971-1979
La Parva	La Parva, Chile	Assistant Director, Ski School	1974-1977

Education**University of Maine, Orono, Maine.**

Aug 2004 to Aug 2005

Master of Education in Instructional Technology. Coursework included:

GPA 4.0/4.0

Computers and Cooperative Learning, Distance Education, Assistive Technology, Standards-Based Curriculum, Database Design, Information Systems Law, Principals of eCommerce, Classroom Video in the Classroom.

University of Maine, Orono, Maine.

Jul 1993 to May 1994

Computer Science classes including C++, Pascal, dBASE III, Page Layout and Design, Assembly Language. GPA 3.8/4.0

Colorado State University, Fort Collins, Colorado.

Jun 1980 to May 1984

Bachelor of Science degree. Major: Physical Science: Physics & Chemistry. Minor: English Literature. GPA 3.5/4.0

Training Presented and College Classes Taught

Webmaster Training	Korea Technology Institute, Osan, Korea	2006- 2008
Presenter	State Level Educators Days in Okinawa, Sasebo, and Seoul	1997 to 2008
Trainer	Web Site Development Conference Tokyo, Japan	2001 and 2002

Instructor for University of Maryland, University Colleges located in Okinawa, Sasebo, & Osan

1997 to 2008

Taught: Network Hardware Design, SharePoint Design and Maintenance, Database Creation and DB Mining.

Volunteer Work

Orono Farmers Market , Orono, ME. Newsletter and Electronic Media Editor.	Dec 2018 to Present
Hope Care Hospice , Bangor, ME. End of life assistance.	Jul 2016 to Mar 2019
Orono Bog Boardwalk , City Park, Bangor, ME. Docent.	May 2017 to Nov 2018
EMMC , Bangor, ME. Hospital research library volunteer.	Mar 2010 to Jul 2013