

Heba M. Sinclair

heba.sinclair@gmail.com | ePortfolio: <https://hebasinclair.wixsite.com/portfolio>

PROFESSIONAL EXPERIENCE

Insight 2 Execution (i2e), (October 2019- present)

insight2execution is an award-winning strategic marketing and education consultancy that helps you connect products or services to target audience with impact.

Professional Learning Specialist, (October 2019- present)

Work extensively with Microsoft on strategic planning, content development, and training development for the educational audience, IT Professionals, and enterprise customers. Specializing in supporting K-12 school districts in developing instructional design plans for educational technology initiatives. Areas of focus:

- Microsoft Office 365
- Minecraft: Education Edition
- Unreal Engine, Twin Motion, Fortnite Creative

Tucson Unified School District, Tucson, Arizona (July 2014- present)

Tucson Unified School District (TUSD) is the largest school district of Tucson, Arizona, in terms of enrollment with 89 schools and serving 47, 000 students.

Educational Technology Integration Specialist, Tucson Unified Virtual Academy/Department of Instructional Technology, (July 2022-present)

Continuing with the Department of Instructional Technology with the addition of supporting the unique needs of Tucson Unified Virtual Academy (TUVA) and Catalina Online Learning Environment (COLE).

- Collaborates with principals, teachers and other stakeholders to facilitate the delivery of 21st century learning, researched-based professional development strategies designed to achieve the goals and objectives of the District Technology Plan.
- Ensures instruction is aligned with State Technology Standards and that data is collected and used by sites in the implementation of their site plans.
- Serves as technology leader to assigned programs (both online) and Teacher/Technology Liaisons.
- Manages, trains and supports assigned programs/sites and 129 teachers using Technology and ISTE
- Assists with creating and implementing the District Technology Plan based on input and recommendations from the Technology Task Force and Technology Oversight Committee.
- Assists with the creation of Site Technology Plans in conjunction with principals, teachers, and community representatives.
- Write grant proposals designed to secure additional funding for the district in the area of technology and shares results with Assistant Superintendents, Principals and the District Chief Technology Officer.
- Assists with coordinating the purchase of technology equipment and materials.
- Reviews, evaluates, and informs instructional staff of recent technology developments in commercial products.
- Coaches and models scientifically research-based strategies/processes with teachers.
- Coordinates the use of technology by teachers, administrators, support staff, and students.
- Creates and implements innovative curriculum based on 21st Century Skills.

Educational Technology Integration Specialist, Department of Instructional Technology, (June 2018- June 2022)

The Department of Instructional Technology provides professional development opportunities for teachers and administrators to ensure that TUSD students are provided access to the tools and the skills needed to compete and function in the global society.

- Collaborates with principals, teachers and other stakeholders to facilitate the delivery of 21st century learning, researched-based professional development strategies designed to achieve the goals and objectives of the District Technology Plan.
- Ensures instruction is aligned with State Technology Standards and that data is collected and used by sites in the implementation of their site plans.
- Serves as technology leader to assigned region (18 schools) and Teacher/Technology Liaisons.
- Manages, trains and supports assigned region and 20 Teacher/Technology Liaisons using Technology and ISTE standards.
- Assists with creating and implementing the District Technology Plan based on input and recommendations from the Technology Task Force and Technology Oversight Committee.
- Assists with the creation of Site Technology Plans in conjunction with principals, teachers, and community representatives.
- Write grant proposals designed to secure additional funding for the district in the area of technology and shares results with Assistant Superintendents, Principals and the District Chief Technology Officer.
- Assists with coordinating the purchase of technology equipment and materials.
- Reviews, evaluates, and informs instructional staff of recent technology developments in commercial products.
- Coaches and models scientifically research-based strategies/processes with teachers.
- Coordinates the use of technology by teachers, administrators, support staff, and students.
- Creates and implements innovative curriculum based on 21st Century Skills.

Team Lead for the following Projects (2018- present):

- | | | |
|---------------------------------|----------------------------------|---------------------------------------|
| ▪ Google Implementation Project | ▪ Minecraft: Education Edition | ▪ Digital Citizenship Curriculum |
| ▪ TTL Program/Learning Summit | ▪ Ennovate | ▪ Verizon Innovation Learning Program |
| ▪ Academic eSports | ▪ Zoom/Zoom Rooms/Class for Zoom | ▪ Clever/(Support) |
| ▪ ADA-Compliance | ▪ TUSD Online Education | ▪ Canvas (Support) |

Teacher, Technology and Coding, Booth-Fickett Magnet School, (July 2014 – June 2018)

Booth-Fickett Math/Science Magnet School is a comprehensive K-8 school community, which provides a positive learning environment to encourage students to become lifelong learners and educated contributors to our global society. Our students become masters of math and science, with the ability to enroll in advanced studies courses. We also offer AVID, a program that helps students prepare academically for college success.

- Taught Coding with Minecraft for Education in district's pilot program.
- Taught program intended to prepare students for the future by giving them the basic technology skills needed. Grades 6th through 8th participate.
- Developed technology curriculum.
- Managed the school website.
- Volunteered for non-academic activities throughout the year.

Tucson Unified School District, continued

Curriculum included:

- Animoto/ WeVideo
- CyberBullying
- Microsoft Office Suite
- Copyright
- EasyBib
- ePublishing
- Internet Safety
- Office 365
- Presentation Development and Execution
- Spreadsheet Configuration

Additional Appointments with Booth-Fickett Magnet School

Teacher Technology Liaison, (July 2016 – June 2018)

Serves as a resource to help integrate technology into the curriculum and into the classroom. Serves as a liaison between schools, technology resources, and departments within TUSD.

Co-Founder and Director, Bully Patrol Program, August 2015- May 2017

Bully Patrol is a student-driven anti-bullying program. In groups of eight or more the volunteer students patrol the 'high bully areas' before school and during lunch, looking for students that are isolated and offering support.

Testing Coordinator, August 2016-2017

Coordinator and support state testing (AzMerit) for school site.

Vail Unified School District, Vail, Arizona (2012- 2014)

Founded in 1903, the Vail Unified School District is the school district in the town of Vail, Arizona. It also serves portions of nearby Tucson, Arizona. It operates an inclusive preschool, ten elementary schools, six middle schools, and four high schools, plus the Vail Academy and High School, a K-12 school.

Teacher, Technology, Old Vail Middle School, (July 2012 – May 2014)

OVMS has the honor of being the first school in the Vail School District, serving students in grades 6, 7 and 8.

- Taught program intended to prepare students for the future by giving them the basic technology skills needed. Grades 6th through 8th participate.
- Developed curriculum for the Ventana Program (special education program for children diagnosed with emotional disabilities), supervised a year-long Advisory Base class, and volunteered for non-academic activities throughout the year.
- Nominated for Teacher of the Year 2012-2013 and 2013-2014.

Curriculum included:

- Google Cloud Computer
- Copyright
- Email
- ePublishing
- Google Drive
- Google SketchUp
- Internet Safety
- Presentation Development and Execution
- Spreadsheet Configuration
- Word Processing

Advisor, OVMS Media Program, July-2013-May 2014

World Learning, Brattleboro, VT (1999-2008)

World Learning is a private, nonprofit international organization with both academic and field project capabilities. Through three program units, World Learning is a leader in international exchange, study abroad, sustainable development, teacher education, language training, peace-building, and NGO management.

Instructional Designer, Department of Educational Technology (2006-2008)

The Educational Technology Department's mission is to be proactive in the application of technologies as solutions to teaching, learning and productivity goals; to seek out appropriate technologies to integrate into the teaching and learning environment to meet the goals and objectives of World Learning. Functioning in technical and public service capacities, the Department works in a team environment across World Learning divisions. EdTech works with students, program participants, faculty and staff.

- Administrated two Learning Management Systems, Blackboard and Moodle.
- Designed, developed, conducted and evaluated workshops for 225 students and 200 faculty/staff on the effective use of instructional hardware and software.
- Converted curricula from traditional delivery to hybrid or online format for 14 Graduate Degree programs, 70 SIT Study Abroad programs, and 10 Continuing Education and Professional Studies programs.
- Administered online courses, collaboration tools, and Web 2.0 social software.
- Researched, assessed and reported on current developments in instructional technology software and online application technology in addition to developing strategic plan for the department.
- Supervised staff of fourteen.

ADDITIONAL EXPERIENCE

- **Senior Project Coordinator**, Enterprise Software Licensing, University of Arizona Bookstores, 2009 –2010
- **Director of Technology and Social Media**, GCEC Conference, University of Arizona January-August 2009
- **Computer Support Specialist**, World Learning, 1997-2006

COMMITTEE/BOARD EXPERIENCE

- Member, Arizona State Technology Standards Review Board, May 2020- present
- Member, Positive Behavior Intervention Team, Booth-Fickett Magnet School, TUSD, July 2015- May 2017
- Technology Advisory Team Representative, Old Vail Middle School, VUSD, July 2013-May 2014
- Certified Staff Representative, Site Council, Old Vail Middle School, July 2012- May 2014
- Budget Committee, Vail Unified School District, February 2010- 2011
- Chairperson, Site Council, Old Vail Middle School, 2009-2011
- Diversity Advisory Board, Windham Northeast Supervisory Union, October 2006-December 2007
- Library/Educational Technology Advisory Board, World Learning, 2003-2007
- Diversity Advisory Board, World Learning, 2002- 2006

EDUCATION

Google Certified, Level 1 and Level 2, Google, June 2020-present

Apple Teacher, Apple, June 2019- present

Minecraft Global Mentor, Microsoft, April 2019-present

Education, Continued

Microsoft Innovative Educator Expert, MIE Training Academy, July 2019- present

Microsoft Innovative Educator Master Trainer, MIE Training Academy, January 2018- present

Certified, Standard Career and Technical Education, Arizona Department of Education, August 2014- present

Coursework, Educational Technology/Instructional Design, Northern Arizona State University, 2015

Master of Science, Technology Management, minor: Internet Marketing, Marlboro College, Brattleboro, Vermont, 2002 *President's Award recipient: Capstone Project: Track 3 Connections, Inc.*

TRAININGS/WORKSHOPS DESIGNED AND FACILITATED

Delivery: Face-to-Face, Online, Web Tutorials

- | | |
|--|---|
| ▪ Résumé Writing/Formatting | ▪ The Web for International Educators |
| ▪ Cover Letters | ▪ Do's and Don'ts of Web Development |
| ▪ New Student Orientation | ▪ Web 2.0 |
| ▪ New Student Orientation Assessment | ▪ Web 2.0 Safety and Security |
| ▪ Student Services Assessment | ▪ Meeting Moodle |
| ▪ Blackboard for Instructors | ▪ Moodle for Students |
| ▪ Blackboard for Students | ▪ Moodle for Instructors: Part 1/Part 2 |
| ▪ Introduction to Microsoft Powerpoint | ▪ End-User Profiling |

TRAININGS/WORKSHOPS DESIGNED AND FACILITATED, CONTINUED

- | | |
|------------------------------------|--|
| ▪ HTML for International Educators | ▪ Office 365 Academy for Teachers |
| ▪ Zoom for Educators | ▪ Zoom for Administrators |
| ▪ Minecraft: Education Edition | ▪ Microsoft SWAY, Translator, & Forms for Administrators |
| ▪ Canvas | ▪ Microsoft Outlook, Bookings, and OneDrive |

COMPUTER/MEDIA SKILLS

- | | | |
|---------------------------------|----------------------|--------------------------|
| ▪ Adobe Photoshop | ▪ Adobe Premiere Pro | ▪ Apple iWorks Suite |
| ▪ Blackboard | ▪ Canvas | ▪ Datatel MIS |
| ▪ Dragon Naturally Speaking | ▪ Drupal | ▪ EasyBib |
| ▪ File Maker Pro | ▪ First Class | ▪ Google Workspace |
| ▪ IT Service Ticket System | ▪ Joomla | ▪ Microsoft Office Suite |
| ▪ Minecraft: Education Edition | ▪ Moodle | ▪ Office 365 |
| ▪ Promethean Board/ActivInspire | ▪ SharePoint | ▪ SmartBoard |
| ▪ Social Media | ▪ SuccessMaker | ▪ Synergy SIS |
| ▪ WeVideo | ▪ Word Press | ▪ Zoom |