

# Matteo A. Anello, Jr.

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Certification	School District Administrator	May 2003
	School Administrator and Supervisor	May 2003
	Advanced Certificate in Educational Technology	Jun 2002
	Mathematics (7-12)	May 1998
	Physics (7-12)	May 1998
	General Science (7-12)	May 1998
	Middle School Certification Extension (5-6)	May 1998
Education	<b>Niagara University</b>	Niagara University, NY
	Masters Degree in Administration and Supervision	May 2003
	Masters Degree in Foundation of Teaching	May 1998
	<b>University at Buffalo</b>	Buffalo, NY
	Bachelor of Science in Electrical Engineering	May 1996
<b>Leadership Niagara</b>	Certificate of Completion	Niagara Falls, NY Aug 1997
	Awards and Honors	<ul style="list-style-type: none"><li>• High Academic Achievement and Who's Who awards</li><li>• Technology Awards, Teacher Resource Center</li><li>• Dean's Honor List, University at Buffalo</li><li>• Entrepreneurism Presentation Certificate for Engineering Career Institute</li></ul>
Membership	<ul style="list-style-type: none"><li>• Kappa Delta Pi International Honor Society in Education Officer (KDP)</li><li>• Association for Supervision and Curriculum Development (ASCD)</li><li>• School Administrators Association of New York State (SANYS)</li></ul>	
Special Skills	<ul style="list-style-type: none"><li>• Excellent communication and people skills</li><li>• Highly proficient computer skills and advanced hardware and software support skills</li><li>• Integrates technology in educational processes and instruction</li><li>• Technology instructor experience</li></ul>	
Work Experience	08/2003 – Present <b>Lackawanna City School District</b>	Lackawanna, NY
	Assistant Principal	<ul style="list-style-type: none"><li>• Held all duties and fulfilled all responsibilities of a high school assistant principal</li><li>• Frequently held the duties and fulfilled all responsibilities of principal</li><li>• Facilitated several building level committees</li><li>• Enhanced the tracking of discipline and created automated reporting system</li><li>• Developed a "Friday Focus" school wide newsletter</li></ul>
	STEP Coordinator	<ul style="list-style-type: none"><li>• Coordinated the System for Tracking Education Performance (STEP) district wide</li><li>• Generated and coordinated Data Warehouse reports for curriculum design</li><li>• Conducted data analysis as it related to the New York State standards</li></ul>
	Web Site Development	<ul style="list-style-type: none"><li>• Planned, designed and developed the district wide web site</li><li>• Teamed with the Technology Coordinator to setup web site and palm pilot training</li></ul>

- Work Experience Continued
- 08/2002 – 06/2003 **Sweet Home Central School District** Amherst, NY  
 Mathematics Teacher
- Facilitated and Taught Regents Math A and Math B and prepared students for New York State Examinations and worked as facilitator and co-teacher in classroom
  - Designed and developed a computer based data analysis program for Math A results
  - Developed curriculum and lesson plans for Mathematics Course 1 and Course 2
  - Participated in Annual Professional Performance Review in-service
  - Reinforced learning in a math lab environment
  - Created and facilitated an after school “Club Math” program for exam preparation
- 07/1998 – 06/2002 **Niagara Falls School District** Niagara Falls, NY  
 Mathematics / Science Teacher
- Taught Regents Physics, General Physics, General Environmental Science, General Chemistry, Regents Mathematics Course I, Regents Mathematics Course II, Fundamental Mathematics, and Preparation Mathematics for Math A
  - Prepared students for New York State Physics Examination and worked as facilitator and assistant teacher in classroom
  - Developed curriculum and lesson plans preparing students taking New York State Regents Mathematics Courses
- 08/1998 - Present **Niagara University** Niagara University, NY  
 Professor / Lecturer – Education & Administration Departments
- EDU595 – Educational Research and Statistics
  - EDU597 – Computer Utilization in Educational Administration
  - EDU558 – Utilizing Literacy Technology
  - Developed course curriculum for EDU595, EDU597, and EDU558 courses, organized materials and handled textbook ordering, technology and computer lab usage, utilized and incorporated technology into course requirements, maintained access to internet for course website which included curriculum, assignments, communication between students and professor, and session by session objectives
- 08/1998 – Present **Orleans / Niagara BOCES** Sanborn, NY  
 Summer School Teacher
- Taught Algebra, Geometry, New York State Regents Mathematics Course I, II and III, and Math A and B courses at Niagara Falls High and Lewiston Porter High Schools
- 08/1999 – 08/1999 **Niagara Falls City School District** Niagara Falls, NY  
 Computer / Technology Instructor
- Instructed new teachers using various software and hardware during the New Teacher Orientation
  - Provided hands-on activities and presentations for MAC and PC platforms
  - Facilitated new teachers through various office software packages
- 07/1999 - 05/2000 **Niagara Falls City School District** Niagara Falls, NY  
 Character Education Team Leader
- Lead the Character Education Team for the joint High School Quality Council
  - Conducted meetings to discuss the creation of a Character Education Program
  - Created with my team an action plan which outlined the program goals
  - Outlined for the district and the new high school a character education program
  - Presented program to the High School Quality council, administration, faculty, staff, and the general public
  - Participated in the implementation of a district-wide character education program
  - Completed all reporting, payroll, and other administrative duties

Work Experience Continued	<p>11/1996 - 04/1997      <b>PR Group</b>      Niagara Falls, NY</p> <p>Public Relations / Reporter / Editor</p> <ul style="list-style-type: none"> <li>• Promoted a positive image for the Niagara Falls City School district</li> <li>• Designed and edited the "Our Schools" newsletter with over 27,000 in circulation per month</li> <li>• Took photographs during events and activities of students and teachers and, developed stories and press releases and worked with the local media</li> <li>• Utilized QuarkXpress desktop publishing software to create flyers, newsletters, press releases, invitations, and other publications as needed</li> <li>• Acquired current and upcoming events by phone to all the schools within the district. Took part in the Board of Education Meetings as the media</li> </ul>
Computers and Technology in Education	<p>Professional skills</p> <ul style="list-style-type: none"> <li>• Extensive experience of computer networking, software applications, customer support, internet use, and web site designing has been gained through employment, University at Buffalo, and Siegfried Technologies</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>• Thorough knowledge of computers developed from personal interest, electrical engineering experience at SUNY at Buffalo, and working with computer systems, software, and networking since high school</li> </ul> <p>Application in education</p> <ul style="list-style-type: none"> <li>• Designed and created a computer program to perform data analysis of the New York State Regents Math A Exam</li> <li>• Applied the use of computers during instruction of second to sixth graders at Sacred Heart Villa Elementary School</li> <li>• Practiced the use of technology during self developed "Computers and You" sessions for students and faculty at Niagara University</li> <li>• Utilized technology during Niagara University Library seminar on internet basics, research, and safety</li> <li>• Enriched student learning, supported the love of mathematics, and created a warm and engaging classroom environment through the use of hands on activities utilizing technology, the internet, and various software packages</li> </ul>
References / Portfolio	<ul style="list-style-type: none"> <li>• Available upon request</li> </ul>