

Melissa Bueno Hamilton

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Director of Data, Technology, and Curriculum

Accomplished and results driven educational leader with extensive experience in leading all aspects of curriculum development, technology integration, and data privacy management.

Proven track record in supervising instructional coaches and principals, implementing data governance plans, and ensuring compliance with data privacy regulations. Highly networked and influential within the educational and technology sectors, leveraging extensive connections to drive innovation and collaboration. Recognized for organizing and executing regional and state-level educational conferences and initiatives through leadership roles in the Northern Utah Curriculum Consortium and the Utah Association of Supervision/Curriculum Development. Known for directing curriculum initiatives and instructional strategies across multiple subjects and grade levels, improving student performance and school ratings. Adept at developing instructional programs and interventions, leading significant improvements in school performance metrics. Skilled in leading initiatives to foster community engagement and collaboration among educational and community organizations.

Areas of Expertise

- Grant Writing
- Instructional Leadership
- Data Privacy Management
- Data Governance
- Title I Compliance
- English Language Arts
- Resource Allocation
- Educational Technology Integration
- Regional Educational Initiatives
- Educational Conference Planning
- Community Engagement
- ELL & SpEd
- Formative & Summative Evaluations
- Community Engagement
- Curriculum Development
- Compliance Management
- Student Performance Metrics
- Teacher Training
- School Administration
- Stakeholder Collaboration
- Policy Implementation

Professional Experience

Director of Elementary Teaching and Learning, Technology, Title I, Data & Privacy Manager

Present

Lead the design, implementation, and evaluation of elementary curriculum and instructional programs to ensure alignment with state standards and educational best practices. Develop and implement a comprehensive technology plan that supports instructional goals and enhances the learning environment. Ensure compliance with all federal, state, and local Title I regulations, including the preparation and submission of required reports and documentation. Develop and enforce data privacy policies and procedures to protect student and staff information. Establish and oversee Title I programs and initiatives that support the educational needs of disadvantaged students.

Key Contributions:

- Directed curriculum development for elementary education in English Language Arts, Math, Science, and Social Studies, ensuring alignment with educational standards and best practices.
- Supervised and mentored Elementary Instructional Coaches, Elementary Principals, Early Learning, Kindergarten, and Gifted and Talented programs, fostering professional growth and effective instructional strategies.
- Provided leadership mentoring to school leaders, enhancing skills and promoting culture of continuous improvement and excellence.
- Ensured compliance with data privacy regulations for all software and technology used within the district, safeguarding student and staff information.
- Wrote over \$5.8 million grants at the federal, state, and regional levels, including all the regulatory, compliance, accounts received, payable, and processing of those grants.

University of Utah and Southern Utah University Adjunct Professor

2014 – Present

Deliver engaging and effective instruction on instructional leadership, school leadership, and collaborative decision-making to graduate students and aspiring principals. Served as a mentor for aspiring principals, providing guidance, support, and professional development to prepare them for leadership roles in education. Provided instructional coaching to students, helping them to apply theoretical knowledge to practical situations and improve their instructional practices.

Key Contributions:

- Developed and continuously refined the Instructional Leadership course curriculum, ensuring alignment with current educational standards and best practices.
- Created comprehensive instructional materials, including lesson plans, assignments, and assessments to support course objectives and enhance student learning.

Viewmont Elementary, Murray City School District Principal

2015 – 2017

Oversee the development and implementation of the school's curriculum, ensuring alignment with state standards and educational best practices. Led the transformation of a school from a C grade to an A grade within a single year through strategic planning and effective leadership. Provided strong instructional leadership, driving improvements in teaching practices and student outcomes.

Key Contributions:

- Designed and delivered professional development programs, enhancing teacher skills and effectiveness.
- Implemented targeted intervention strategies, significantly improving student performance and engagement.
- Served on multiple committees, including the Technology Committee and District Leadership Team, contributing to district-wide initiatives and decision-making processes.

Spring Creek Elementary, Provo School District Principal

2011 – 2015

Managed daily school operations, including scheduling, budgeting, and resource allocation, to ensure a safe and efficient learning environment. Fostered strong relationships with parents and the community. Provided strong instructional leadership to enhance teaching practices and elevate student learning outcomes. Communicated regularly with parents about school programs, student progress, and opportunities for involvement.

Key Contributions:

- Ensured adherence to Title I and ESL guidelines, maintaining compliance with all federal and state regulations.
- Attended University of Virginia Principal Leadership program, gaining skills and knowledge in school leadership and management.
- Implemented targeted intervention strategies to address diverse student needs, including (ELL) and (SpEd) populations.
- Transformed school in the 13th percentile by improving educational practices to better meet the needs of ELL and SpEd students.

Additional Experience

Chair | Northern Utah Curriculum Consortium

Executive Board Member | Utah Association of Supervision & Curriculum Development

Principal & Alternative Language Services Director | Bruin Point Elementary

Co-Chair | Carbon County Healthy Families Coalition

Assistant Principal | Carbon High School

Education & Qualifications

Education Specialist Degree (Doctor of Education) | University of Virginia

Instructional Coaching Endorsement | USBE

Administrative Certification, Educational Leadership & Policy | University of Utah

Outstanding Graduate Student, Commencement speaker for the College of Education

ESL Endorsement | Weber State

Graduate Cum Laude | Utah State University

Professional Training & Conference Presenter

Presenter, Educational Equity, Equity in Computer Science, Girls Who Code

Presenter, Multiple Computer Science Conferences

Presenter, Title I, Utah State Legislature Education Taskforce, Jordan District, Granite District Participant, Comprehensive Math Instruction,

Title I Principals Leadership Academy, USOE Principals Literacy, Math and Science Academy Attended various Solution Tree Conferences

SIOP I and II Training for English Language Learners, Trainer of Trainers for UALPA, SIOP I and II Multiple Reading First initiatives

Presenter, Utah School Counselor Association, Utah Law Association, special education law and NCLB implications

Presenter, Rocky Mtn./Great Plains Regional Social Studies Conference, Integrated Curriculum Presenter, Regional Educational Equity

Conference, Utah Studies Hispanic Curriculum Presenter, Utah Council for Social Studies, Social Studies, Character Ed. Integrated Curriculum

Presenter, Library Media Core Curriculum (Big Six) | Utah Urban Schools Conference on Comprehensive School Reform

Northern Utah Curriculum Consortium focusing on Middle School Philosophy

Violence in the Schools Conference sponsored by Division of Comprehensive Emergency Management

Awards & Recognition

Women in Technology Council, Educational Innovator Award

USOE, National Distinguished Schools Award, Title I-Spring Creek Elementary

USOE, Title I Closing the Achievement Gap, High Performing Schools

USOE, National Distinguished Schools Award, Title I-Bruin Point Elementary

Administrator of the Year, Carbon School District

USOE, Title I Closing the Achievement Gap, High Performing Schools

Utah State Office of Education, Title I Closing the Achievement Gap

Community Partner of the Year through Division of Children and Family Services

Commencement Address, University of Utah College of Education

Nominated, Drake Outstanding Student Teacher Award, Utah State University 1997

Child Advocate of the Year Award, Ogden City School District

Standard Examiners Apple for the Teacher Award (student nominated)