

Tracy D. Daniel

Experience

July 2006 – Present Gulfport School District – Technology Support Services Gulfport, MS

Technology Training and Assessment Specialist

- Analyze training needs of teachers and administrators within the district
 - Design, organize, set up, advertise, and deliver courses to district teachers and administrators
 - Train district personnel in the use of the district's technology-based assessment program
 - Set up and manage the electronic online assessment
 - Assist in the deployment of new instructional, assessment, and communication systems that support the educational programs of the district
 - Write and produce course materials and other documentation to support district users
 - Assist teachers and administrators in the use of test creation software program, posting lesson plans to the web for parental viewing, sending attendance via the web, and posting grades electronically
-

July 2004 – 2006 Gulfport School District – **Gulfport High School** Gulfport, MS

Guidance Counselor

- Schedule and track 10th – 12th graders
 - Guide career/college decision-making
 - Provide educational alternative counseling
 - Counsel students on career goals, testing, behavior and personal/family issues
 - Administer/proctor Subject Area Tests, PSAT, SAT II, and CPAS
 - Create grade point average and ranking reports using JPAMS software
 - Print Form – 2 (transcript) labels using JPAMS software
 - Assist with the development of the school's Master Schedule
-

Aug. 2002 – July 2004 Gulfport School District – **Gulfport High School** Gulfport, MS

Business and Technology Teacher

- Taught Keyboarding/Computer Applications, Word Processing/Desktop Publishing, Information Processing, Entrepreneurship, Communications in Business, and Web Page Design
 - Co-Chaired School Improvement Plan Team to meet requirements of the Southern Accreditation of Colleges and Schools
-

Summers
2003 and 2004 **Mississippi State University** Gulfport, MS

Lecturer

- Taught Contents and Methods of Computer Discovery through Distance Learning/Continuing Education of MSU to aspiring Computer Discovery teachers
 - Submitted teachers who successfully completed all course requirements for licensure in Computer Discovery to the Mississippi Department of Education
-

1996 – 2002 Gulfport School District – **Bayou View Middle School** Gulfport, MS

Computer Discovery Teacher

- Taught Computer Discovery (Keyboarding, Word Processing, Databases, Spreadsheets, Telecommunications, Multimedia presentations, and Career Exploration)
- School Web Master
- Staff Development Trainer – Word Processing

