



## We Build Futures Award

December, 2017



### Caitlin Koczynski

*Library Media Specialist/Business Education Teacher  
Carl Sandburg Middle School*

- Maintains laptops, iPads and Chromebooks and all help to address all the issues that go along with the one-to-one devices, including working closely with parents and students;
- Acts as the advisor for Reading Olympics and Advisor for Yearbook, coach for cheerleading, secretary to the SPIRIT Committee, assistant stage crew manager, and coach for Powder Puff Football;
- Participates in the LaSalle Instructional Leadership Program (and will be facilitating a Canvas PLC beginning in January); instrumental to utilization of collaborative electronic communications thru SharePoint, Office 365, and Google;
- Mentors our new business teacher;
- Assists teachers with technology issues and media setup;
- created Google Sheet to monitored PSSA progress, monitored Google Sheet during testing, and managed computers for those who need to type;
- Oversees and manages Parent Permission Forms: AUP, Permission to Photograph, Student Handbook;
- And functions as a team player -- a true asset to the Sandburg community.