

Thomas Teacher/Principal

xxx-xxx-xxxx | Cityxxxxxx, State | email

Secondary School Principal

PROFESSIONAL HIGHLIGHTS

Enthusiastic, professional Educator with fifteen years' Administration and Teaching experience, able to adapt to the rapid changes in education. Passionate transformational leader who prioritizes student needs in all educational decision making. Innate communicator, adept at positively and effectively interacting with students, parents, teachers, administrators, and community leaders. Technology-savvy, leading to quicker decision making on tech-related issues. Champion at inspiring a shared, student-centered vision and motivating students to excellence.

Professional expertise and leadership include:

- **Leadership:** Instrumental in creating a partnership between a comprehensive 6-12 grade school and an alternative education program to develop school-wide system of success for at-risk teens. Successfully lead team to achieve (AYP) Adequate Yearly Progress (year - year) in K-8 school. Co-facilitator of the Building Leadership Team (BLT) responsible for overseeing the Teacher-Based Teams, their data collection, and plans for gap closure. Attend monthly district-wide principals' meetings and return with strategies to improve the school. Expertise in establishing and facilitating RTI and PBIS programs.
- **Evaluation and Data:** Complete building-wide evaluations using the XXXX Teacher Evaluation System. Analyze school data to drive optimal classroom instruction.
- **Safety:** American Red Cross CPR & AED Professional Rescuer Certified, Crisis Intervention Trained.
- **Human Resources:** Facilitate autonomous site-based employee selection, evaluation, and termination processes. Recruit Master Degree Interns for Xxxxxx School. Facilitate cutting edge professional development options to promote school-wide excellence.
- **Scheduling:** Manage per pupil budgetary allocation, site based budgetary allocation, and school-wide master scheduling using Rediker, Pearson, and Docendo.
- **Mentor:** Support and nurture Assistant Principal, Academic Directors, and Instructional Leaders.
- **Resource Management:** Leveraged Federal Department of Education grant (\$1.8 MM) and annual Federal Title One (\$450,000.00 budget) to accommodate social, emotional and developmental needs of at-risk students as measured by the 85% free and reduced lunch eligible student population.
- **Technology:** Oversight evaluation and selection of distance learning tools. Managed school wide implementation and delivered training to use technology resources to maximize student achievement.

Technology expertise include:

Schoology	CANVAS	Zoom
Google Products	Smart Solutions Hardware	Flipgrid
ScanTron	PowerSchool	Edpuzzle
DIBELS	mClass	MAPS
Study Island	Newsela	Moby Max
Pear Deck	Compass Learning Odyssey	Kahn Academy
Pearson Scheduling Software	Compass Artificial Intelligence Student Intervention	Gradebook
AppleWork Suite	Microsoft Windows / Office Suite	Microsoft Whiteboard

PROFESSIONAL EXPERIENCE

XXXXXXXXXX PUBLIC SCHOOL DISTRICT, City, ST year – Present

6-12 School Principal, XXXXXX UNIVERSITY PREPARATORY SCHOOL AT XXXXX (Spring year – Present)

Principal administrator of a 550-student neighborhood school created by merging two campus sites into a university partnership school. Drive students' academic growth, teachers' professional development, and the overall operational and financial health of the school.

- Lead teachers and students to increased student achievement as measured by Pennsylvania System of School Assessments from 27% to 62% proficiency in Mathematics and from 32% to 68% in reading.
- In xxxx, achieved second largest measurement of value added growth as measured by Pennsylvania Value Added Assessment Series among secondary schools in Philadelphia Public School District.
- Established a collaborative university – public school partnership providing professional development for teachers, in-class and afterschool tutoring for students, and 1:1 student laptop distribution program.
- Managed a Federal Department of Education (Smaller Learning Community) grant of \$1.8 MM over 5 years for the development of a college preparatory, university collaborative school.
- Lead a newly reconstituted school through the process of receiving a seven-year Middle States Accreditation for the school's ability to prepare students for high school graduation and college degree attainment.
- Increased parental engagement through programs such as Data Dive, Dads & Donuts, Community Breakfasts, and Parental Surveys for feedback.

K-8 School Principal, XXXXXX K-8 SCHOOL (Fall year – Spring year)

Started as the Assistant Principal of a neighborhood school of 260 student. Assumed Principal role in January.

- Demonstrated instructional leadership, promoted standard-based instruction, lead staff development, and participated in hiring highly qualified staff members.

ASSISTANT PRINCIPAL, XXXXXX HIGH SCHOOL (FALL year – SPRING year)

Served as the assistant school administrator of an urban 8-12 high school of 1,500 students and 250 staff.

- Facilitated MFE, ETR, IEP, 504, and Suspected Disability meetings with various school stakeholders and parents/guardians.

XXXXXXXXXX PUBLIC SCHOOL DISTRICT, City, ST year – year

Assistant Principal, XXXXX EDUCATION CENTER (Fall year – Summer year)

Served as an assistant school administrator in a Special Education School serving 150 IEP driven students.

Assistant Principal, XXXXXX MIDDLE SCHOOL (Fall year 2004)

Served as a "principal-in-training" for an urban 6-8 grade middle school with 1,100 students and 150 staff.

Instructional Technology Manager (Summer 2003 – Fall 2004)

Supported students and teachers in 33 elementary schools, including overseeing staff training and development for 5,500 school district employees.

- Selected to function as a project leader for major district programs.
- Developed, distributed and provided community based training for the school district digital divide computer distribution program.

K-6 Math/Science/Technology Classroom Teacher, XXXX ACCELERATED LEARNING ACADEMY (Fall year – Summer year)

Taught Science & Technology to students in grades 3 through 5.

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EDUCATION AND PROFESSIONAL DEVELOPMENT

Master of Science in Education Administration, year

PENNSYLVANIA STATE UNIVERSITY, HENRY SCHOOL OF EDUCATION, University Park, PA

Master of Science in Technology Management

HEINZ SCHOOL OF PUBLIC POLICY & MANAGEMENT, CARNEGIE MELLON UNIVERSITY, Pittsburgh, PA

Bachelor of Science in Elementary Education

DEPARTMENT OF PROFESSIONAL STUDIES IN EDUCATION, INDIANA UNIVERSITY OF PENNSYLVANIA, Indiana, PA

Certifications and Endorsements

A.V.I.D. (Advancement Via Individualized Determination College Readiness System) CERTIFIED: Introduced a school wide note taking study skills and college knowledge system to prepare at-risk youth for post-secondary success.

P.B.I.S. (Positive Behavior Intervention Support) Certified: Successfully implemented school wide behavior management programing for at-risk youth, including weekly/monthly/quarterly incentive programs.

P.E.G. (Pacific Education Group) Beyond Diversity Training: Extensive development surrounding courageous conversation and equity to improve academic achievement in African American and minority students.

S.E.S.I. (Specialized Education Schools Inc.): Extensive professional development for the implementation of school-wide norms, procedures, and student leadership development to create a safe and welcoming positive peer culture for all stakeholders.

T.C.I. (Therapeutic Crisis Intervention) Certified: Special education crisis intervention management professional development while employed in a comprehensive individualized education program (Grade 4-12 school).

Teachscape (Charlotte Danielson's Framework for Effective Teaching) Certified: Received two years of intensive teacher effectiveness observation, feedback and evaluation training as part of the establishment of "inter-rater-reliability" among school district administrators.

COMMUNITY LEADERSHIP

Alpha Phi Alpha Fraternity Inc., Life Member: Community service projects include volunteer tutoring of high school students' annual reading day to elementary students, and annual participation in March for Babies national campaign.

Xxxxxxxx Administrators Association Executive Board Member: Treasurer and executive officer of the xxxxxxxx affiliate of the National Association of Elementary and Secondary Schools Principals.

Xxxxxxxx Magazine's 40 Professionals Under 40 Years of Age: Recognized as an inspirational leader in education during the xxxx edition of the magazine's annual publication.
