

Presentation of Qualifications

CLIENT NAME, Ed.D.

School Administrator / Leadership Professor

101 Main Street ~ Cumming, GA 30040 ~ (555) 123-4567 ~ sample@gmail.com

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SCHOOL ADMINISTRATOR / LEADERSHIP PROFESSOR

MATH GIFTED EDUCATION / K-12 EDUCATIONAL LEADERSHIP / TEAM BUILDING / DEPARTMENT CHAIR

Dynamic, details-oriented educational leader with 20+ years of expertise driving academic success throughout the community. Enthusiastic educator, who encourages the intellectual and social growth of the individuals under mentorship in the classroom and the workplace. Experienced administrator serving at multiple institutions, repeatedly selected for leadership positions. Designated trouble-shooter, who serves as liaison to multiple academic departments. Adept communicator, critical thinker and team-builder, who collaborates effectively and achieves efficient, superior results.

CAREER HIGHLIGHTS & ACHIEVEMENTS

- **Mentor** in role as University Supervisor for Excellence University students completing their student teaching requirements.
 - **Experienced** grade/middle-school Lead Teacher with proven success serving as Assistant Principal, Department Chair, and Leadership Team Member supervising teams of 8 to 55 staff members.
 - **Accomplished** educator with 20+ years in the K-12 public school system and 8+ supplementary endorsements, awarded the Doctor of Educational Leadership by University, America in 2014.
 - **Leader** in teacher education, serving as Teacher Mentor to incoming staff members and supervising the 15-member Mentor/Mentee program. Key-contributing four-time Leadership Team member
 - **Improved** student performance in the Math 180 classroom, and presented success to the area superintendent and faculty members, including adherence to state standards, and improvement goals. Ranked in top 5 middle school classes in the district showing growth, and first with performance of the 8th grade class in 2019.
 - **Selected** from the team of 9 science teachers to serve as Department Chair at ABC Middle School, and similarly chosen from teams of 6 and 8 staff-members for previous leadership roles.
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PROFESSIONAL EXPERIENCE

- 2016 – Present **6-8 Grade Math 180 Teacher**, ABC Middle School, Anytown, Georgia
- Improve student achievement by implementing Math 180 software in the curriculum and organizing small group learning modems.
 - Promote math achievement for every student by monitoring comprehension data, designing engaging learning activities, and developing individualized learning experiences.
 - Department Chair of the Connections Team and member of the Leadership Team. Value the improvement of leadership execution in the school district.
 - Collaborate with interdepartmental teaching/guidance teams to ensure the academic success of every student. Provided additional support for students in need.
- 2014 - 2016 **8th Grade Gifted Georgia Studies Teacher**, EFG Middle School, Anytown, Georgia
- Chair of the 8th Grade Department and member of the Leadership Team. Collaborated with team members to implement new policies and standards.
 - Ensured that the 125+ students met the Georgia Studies standards of education by applying core concepts to real world situations through engaging lessons.
- 2010 - 2014 **Math (8th)/Algebra/Science (8th, 6th)/Social Studies (7th)**, HIJ Middle School, Anytown, GA
- Served as Chair of the science department and member of the Leadership Team.
 - Instructed gifted 8th grade students in Algebra as well as teaching 8th grade science, 6th grade earth science, and 7th grade social studies.
 - Trained associates using Edmodo and the Turning Point Response System.

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PROFESSIONAL EXPERIENCE (Continued)

- 2009 - 2010 **8th Grade Math and Georgia Studies**, Anytown Middle School, Anytown, Georgia
- Promoted 8th grade student achievement in the Georgia Studies math curriculum by leading engaging lessons, encouraging active learning, and mastering state standards.
- 2008 - 2009 **5th Grade Teacher**, LMN Elementary School, Anytown, Georgia
- Guided 5th grade students to achievement in every subject by promoting active learning and student engagement. Adhered to state standards of growth in the classroom.
- 2005 - 2008 **1st/2nd Grade Teacher**, A Primary School, Anytown, Georgia
- Educated first and second graders in every subject with an emphasis on Reading First Curriculum. Promoted center-based learning and overall reading/math achievement.
- 2004 - 2005 **Assistant Principal**, The Elementary School, Anytown, Georgia
- Closely monitored academic performance throughout the institution by conducting classroom observations, focused walk-throughs, and collaborative reporting.
 - Executed school disciplinary policies and generally supervised student conduct. Coordinated focused meeting with families to address student conduct through teacher conferences.
 - Worked to improve school performance according to the standards outlined by the Southern Association of Colleges and Schools (SACS).
 - Organized the extracurricular activity schedule and supervised events as designated administrator.
- 2001 - 2004 **Assistant Principal**, XYZ County Elementary/High School, Anytown, Georgia
- Improved teacher/staff performance by conducting class observations, giving constructive critique, leading focused walk-through, and training new teachers with advanced (GTEP) methods.
 - Implemented academic performance improvement plans according to SACS guidelines.
 - Intervened when student conduct failed to meet outlined standards by assigning appropriate disciplinary action and meeting with families for teacher conferences.
 - Analyzed and redesigned the student/facility handbook according to improved standards.
 - Designed the summer school curriculum and coordinated appropriate resources.
 - Managed the extracurricular event schedule and oversaw event execution.
- 1994 - 2001 **5th/6th Grade Teacher**, County Elementary/Middle, Anytown, Georgia
- Engaged students learning math, science, and social studies through hands-on activities and learning centers. Promoted achievement in adherence to all state standards.
 - Exemplified leadership as the 5th grade Lead Teacher, student teacher Supervisor, new-entry Teacher Mentor, and Leadership Team Member.
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EDUCATION

Ed.D., Educational Leadership, Higher Education concentration, University, America
Ed.S., Elementary Education, State University, Anytown, GA
M.Ed., Middle Grades Education, State University, Anytown, GA
B.Ed., Middle Grades Education, State University, Anytown, GA

CERTIFICATE Education Leadership, Gifted Endorsement, Reading Endorsement, Teacher Support Specialist, Elementary Education (P-5), Middle Grades Education (4-8) math/science/social studies.

REFERENCES Available upon request