

John E. Doe
[Address]
[Phone Number]
[E-mail Address]

Summary Dedicated educational professional with 12 years of administrative experience in both a title and non-title school; many years of experience covering all aspects of school operations, including teaching, counseling and special program management; proven ability to create and monitor policies and practices that promote a safe learning environment, ensure a school culture that encourages continuous improvements for teachers and students, and develop an environment that encourages open communication with colleagues, students and the community; demonstrated knowledge and leadership in the area of state educational policies.

Education

M. Ed Administration <i>Whitworth University, Spokane, WA.</i>	1991
M. Ed School Counseling <i>Whitworth University, Spokane, WA</i>	1984
Bachelor of Science K-12 certification; endorsements: Biology, Chemistry <i>Gonzaga University, Spokane, WA</i>	1973

Professional Experience

Assistant Principal, [Name] Middle School, [City], [Name] School District 2003–
present

- Direct responsibility for a veteran language arts staff which included support for professional development in the areas of differentiation, readers/writers workshop and Tovani reading strategies. **Result:** Decrease in teacher centered instruction and an increase in students becoming responsible for their learning.
- Developed student management system that included more parent/teacher communication. **Result:** Fewer referrals to the office and an increase in parental support.
- Developed a master schedule that allowed for the implementation of interdisciplinary teams. **Result:** Increased collaboration across content areas.
- Facilitated discussions and planning with language arts and social studies teachers, in the development of heterogeneous grouping for honors level students. **Result:** Access to high-level instruction for all students and more differentiation within classrooms.
- Supervised teachers working on their professional goals. **Result:** Improved instructional practices within the classroom.
- Facilitated building Multidisciplinary Team, planning for program needs of special education students, implementation of inclusion classrooms, and communication between special education and basic education staff. **Result:** Increased number of special education students placed into regular education classrooms and increased communication between special education and regular education staff.
- Developed professional in-service programs for all district principals as a member of the Principal Conference design team.

Assistant Principal, [Name] Middle School, [City], [Name] School District 1996–2003

- Restored accountability to student discipline system through a consistent approach and timely response to staff and student needs. **Result:** Significantly reduced disruptive classroom behavior; significantly reduced the number of violent behaviors, thereby greatly increasing the overall safety of the school.
- Facilitated staff in the development of the building Gates grant, developing a five-year building plan to improve teaching and learning at [Name] Middle School.
- Planned and facilitated in building staff development activities. **Result:** A broader understanding of the strategies needed to facilitate higher levels of student learning.
- Led teaching staff in data driven dialogues. **Result:** A change in focus by staff from teaching to learning.
- Successfully developed and implemented a student recognition program recognizing over half of the student population each semester for their accomplishments.
- Designed the implementation of new technology regarding student record keeping, continual planning and implementation of building-wide technology plan.

Counselor, Principal Assistant, [Name] Middle School, [City], [Name] School District 1994–1996

- Designed and implemented building schedules, including schedules for classes and testing.
- Assisted assistant principal and principal with building administrative duties.
- Lead counselor.

1979–1994

Teacher, LAP/SALT Building Manager, [Name] Middle School and [Name] Middle School, [City], [Name] School District

- Staffed and managed 10–12 para educators, supervising their work with at-risk students
- Prepared lessons, applying a variety of teaching strategies addressing the various learning styles of students in the areas of math and science.

Teacher, Biology, [Name] High School, [City], [Name] School District 1977–1979

Memberships & Affiliations

- Association of Washington School Principals
 - President [year]–[year]
 - President elect [year]–[year]
- Association of Washington Middle Level Principals
 - President [year]–[year]
 - President-elect [year]–[year]
 - Vice President [year]–[year]
 - Regional Director [year]–[year]

Note: As president of these organizations, I not only led and facilitated the board meetings, but also designed and implemented professional development.