

[Street Address]
[City], [State] [ZIP]

[Phone Number]
[E-mail Address]

Joe E. Doe

Objective Serve students, staff and the community as an Assistant Principal in a secondary school setting.

Professional Experience

Continued Leadership Experience

[Name] Middle School, [City], [State], August 2007 – Present

- Substitute for Assistant Principal as needed
- Conduct data analysis for school improvement plan goals; present trends to Language Arts team, PTSA and school staff
- Gather, organize and present science WASL data for curriculum department use
- Attend Guidance Team as a General Education Representative
- Serve as building representative to District Safety Committee
- Supervise evening concerts and activities
- Serve as member of building Discipline Committee
- Supervise lunches as needed
- Attend class for improving instructional strategies for English Language Learners

Administrative Intern

[Name] Middle School, [City], [State], May 2006 – June 2007

Instructional Leadership

- Program Assistant (2 yrs.)
- Conduct teacher evaluation, cognitive coaching and clinical supervision
- Implement Student Learning Plans
- Conduct data analysis and assist with writing prompt development for school improvement plan goals
- Gather, organize and present math and science WASL data for curriculum department use
- Organize formative assessments for science department
- Conduct student discipline using Love and Logic philosophy
- Attend diversity training (English Language Learners; Muslim student education; Culturally relevant classrooms for Latino students)

Organizational Leadership

- Chairperson of [Name] School District Special Education Advisory Board
- Facilitate and record minutes for building Site Council
- Serve on certificated and classified staff hiring committees
- Train staff on new technology use: Basmati software; Educator Access Plus software
- Coordinate the Healthy Youth Survey
- Lead the [Name] County Green Schools program: coordinate efforts between building, district, [Name] County, and [Name] YMCA
- Plan and prepare for back to school staff retreat
- Create and coordinate ListServ to enhance home/school communication
- Supervise evening concerts, sports activities, and events
- Inventory and update school emergency supplies

Teacher

[Name] Middle School, [City], [State], 1998 – Present

- Eighth grade science (10 yrs.); Photography (9 yrs.); Technology (1 yr.)
- Eighth grade Team Leader (7 yrs.) – represent teaching team at weekly administrative meetings; facilitate weekly team meetings
- Site Council Representative (3 yrs.) – serve as grade level representative to parent and teacher building advisory group
- District Science Scope and Sequence Committee (2 yrs.) – aligned district science curriculum to state Grade Level Expectations; created online resource using *Understanding By Design* format
- Staff technology trainer; JEA software conversion, 2002; JEA GradeBook software, 2005 – trained 40 teachers, administrators, and support staff on new student information software
- IEA Picket Captain (2002) – represented building staff in daily union meetings during union strike

Athletic Coach

[Name] Middle School, [City], [State], 1998 – Present

- Seventh Grade Boys Basketball (4 yrs.)
- Softball B-Team (3 yrs)
- Intramural Girls Volleyball Coordinator for 50 players (4 yrs.)
- Intramural Girls Basketball Coordinator for 50 players (5 yrs.)
- Intramural Boys Basketball Assistant Coordinator for 50 players (1 yr.)

Camp Dean

Ocean Park United Methodist Camp, Ocean Park, WA, 2004 – 2005
(Grades 4, 5, 6)

Lazy F United Methodist Camp, Ellensburg, WA, 2000 – 2002 (Grades 7, 8, 9)

- Recruit and train volunteer staff of 15; supervise/manage staff during week of camp
- Design curriculum
- Coordinate/build schedule for week-long camp
- Implement curriculum for 60 campers

Education

P-12 Principal Certification (Residency)

City University, Bellevue, WA, 2005 – 2007

Master of Education, Curriculum and Instruction

Eastern Washington University, Cheney, WA, 1997 – 1998

Bachelor of Science, Geological Sciences

University of Washington, Seattle, WA, 1990 – 1994

- University of Washington Marching Band, Section Leader (2 yrs.)
- Husky Marching Band Alumni Association Award Scholarship (1992)
- Husky Marching Band Director's Award Scholarship (1993)

Interests

Hiking, camping, fly fishing, reading, guitar playing