

Jane E. Doe

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

[Phone Number]

[E-mail Address]

OBJECTIVE: To seek an Administrative position upon completion of my Administrative Internship for my Principal and Program Administrative Certificates, with classroom expertise in Special Education and program instructional development for struggling learners.

QUALIFICATIONS

- 2006-2007 Administrative Internship [Name] High School, [Name] School District Internship Program CWU Cohort
- 2006-2007 Multi-Program Instructional Coach: [Name] High School
- 2002 graduate of Central Washington University with a Masters in Educational Administration.
- 1994 graduate of Washington State University with a BS in Physical Education and Special Education, Coaching Minor, and currently a Junior High Special Education Resource Room/Integrated Teacher.
- Certified in the State of Washington; K-12 in both Special Education and Physical Education, and 4-12 Health endorsement.

EDUCATION

1998-2002 MA ED Administration, Central Washington University

1990-1994 BS PE/SPED K-12; Minor in Coaching, Washington State University

1988-1989 California State University Los Angeles, Basketball Scholarship; Transferred to WSU

1981-1988 High School Graduate; International School of Brussels, Belgium

EMPLOYMENT

2006-Present

[Name] High School; [Name] School District

Administrative Intern

District Multi-Program Instructional Coach

2003-2006

IP Program Special Education teacher, with a variety of academic support

[Name] High School, [City], [State]

Taught 9th-12th Study Skills, 9th-12th Basic Math I, and Junior SE English

1998-2003

Resource and Integrated Special Education Teacher

[Name] Junior High School, [City], [State]

Taught Language Arts and Math to 7th-9th graders and case manage 26 students on IEP.

Summer 2002

Summer School Internship, [Name] School District 7th -12th grade Summer 2002

- Hiring, Registration, Creating Master Schedule, Meet Curriculum needs of the staff, and Supervision

1996-1998:

KITE (Kids in Therapeutic Education), Behavior Disorder program for boys

[Name] Junior High School, [City], [State]

Supervised behavior disorder program for highly severe behaviorally disturbed boys

1995-1996:

Substituted part-time and taught BD program class in a Job Share.

[Name] School District and [Name] Junior High, [City], [State]

Taught in a part-time job share at [Name] Junior High School, BD program, and Substituted in various schools and teaching positions the other part of the time.

Summer School Teacher-[Name] School District; [Name] High School

7-9th grade Math and English Classes

SPECIAL TRAINING

- Member of [Name] Building Administrative Team (BAT)
 - Weekly Meetings: Supervision, Program Design, WASL Training, & Discussion of Building Needs.
- 9th and 11th grade student discipline (Under [Name] and [Name])
- IEP on-line Power-user Building Trainer (2006-2007)
- Lenses on Learning Math Training (2006-2007)
- ELL Secondary Team Member (2007)
- IP Secondary Team Member (2007)
- Corrective and Connecting Math Concepts Program supervisor
 - Teacher Support Training & Board approval of Textbook adoption (IMC)
 - Program Development at [Name] School (IP Program)

- Mentor Teacher Trainer;
 - Mentor Teacher Academy 2006-2007
- Special Education Coordinator ([Name] HS 2006-2007)
 - IEP Compliance
 - Home Instruction
 - Behavior Contract, FBA's , BIP's, Attendance contracts
- Facilitated [School Name] and [District Name] Registration for upcoming 8th graders (Spring 2006 & 2007)
 - Teacher training
 - Placement tests
 - IEP revision needs
 - Student, Teacher, Parent registration Meetings
- Staff Development Team 2004-2006;
- WASL Training 2003-2007;
- Masters Thesis Project (Develop an ISS program), 2001-2002 school year
- Special Education Department Head, 2000-2001/2001-2002 school years
- Six-Trait Writing assessment, Summer 2000
- Life Space Crisis Intervention Workshop, Summer 1997
- Trained in Mat Training for Aversive Therapy, Summer 1997
- Alternative Student Discipline Workshop, spring 1996.

RELATED EXPERIENCE

- [District] SE and ELL Program Curriculum Leader and Program Coordinator (MPIC Role)
 - Assist Teachers with data collection
 - Curriculum needs
 - SE teacher mentoring
- Development of successful Math Program and Curriculum Development and Training, [District] High Schools 2003-2007
 - Training, Curriculum review, Placement of students, Monitor progress of students in program
- Lunch and Hallway supervision of 2500 students ([Name] HS 2006-2007)
- MDT/SST (Student support) team member (1998-2006);
- Member of the [Name] Junior High Discipline Committee, 1998-2003;

ACTIVITIES

- Breaking Down the Walls Diversity Training (2006)
- Sunshine Committee Member (2006)
- Member and Volunteer at Falcon Clubhouse 2003-2006 (Son's Daycare)
- Member of CARE (Drug and Alcohol Addiction) Team, 1998-2007
- Assistant Girls Volleyball Coach, [Name] High School 2003
- Assistant Girls Basketball and Volleyball Coach, [Name] Junior High, 1998-2003;
- National, Regional and State recognized Retired Women's Softball Player in Washington 1989-2004
- Mentor of former student's Senior Project, 2002-2003
- Alumni of Sigma Kappa Sorority 1994-present

REFERENCES

[Name]
 [Position], [School/Institution Name]
 [Phone Number]

[Name]
 [Position], [School/Institution Name]
 [Phone Number]

[Name]
 [Position], [School/Institution Name]
 [Phone Number]

[Name]
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