

John E. Doe
Street Address
City, State ZIP
Telephone Number * E-mail Address

Professional Objective To use my knowledge and skills to promote a safe and academically challenging school environment. To encourage students and staff to set high standards for maximum success.

Education & Certification **Masters of Education – Central Washington University, 2006**

Major: Educational Administration
Credential: Initial K-12 Principal Certificate

Bachelor of Science – Central Washington University, 1996

Major: Physical Education
Credential: Continuing Teaching Certificate

Educational Experience **Academic Intervention Coordinator – [Name] High School**
2006–Present

Responsibilities include:

- Planning and implementing a pyramid of interventions for students not academically successful
- Designing, implementing and monitoring 504 plans
- Identifying students in need of academic assistance
- Monitoring academic progress weekly
- Meeting with parents and students to develop a plan for success

Administrative Intern – [Name] High School
2005–2006

Responsibilities include:

- Learning the day-to-day operations of the main office
- Monitoring athletic eligibility
- Supervising and disciplining students
- Facilitating school improvement process
- Participating in department chair meetings
- Observing teachers and providing input in curriculum and instruction

Physical Education Teacher – [Name] School District
2000–Present

Responsibilities include:

- Implementing health curriculum in grades 7–8
- Implementing Health and Fitness model grades 9–12
- Promoting lifelong fitness

**Other
Experience**

Coaching

- **[Name] School District**
 - Head High School Volleyball, 2000–Present
 - Head Middle School Basketball, 2000–2003
- **[Name] School District**
 - Head High School Volleyball, 1997–2000
 - Assistant High School Softball, 2000
 - Assistant High School Basketball, 1996–1998
 - Head Middle School Track, 1999
- **[Name] School District**
 - Head High School Basketball, 1999–2000
 - Assistant High School Softball, 1997–1998

**Leadership
Positions**

- Academic Intervention Coordinator, 2006–Present
- 504 Plan Coordinator, 2005–Present
- [Name] High School Care Team, 2003–Present
- [Name] High School Improvement Team, 2004–Present
- [Name] High School Site Council, 2005–Present
- [Name] High School Senior Class Adviser, 2003–Present
- [Name] Middle School ASB Adviser, 2001–2003
- [Name] Middle School Leadership Teacher, 2000–2003

References

[Name], [Position]
[Name] School/District
[Street Address]
[City], [State] [ZIP]
[Work Phone]
[Home Phone]

[Name], [Position]
[Name] School/District
[Street Address]
[City], [State] [ZIP]
[Work Phone]
[Home Phone]

[Name], [Position]
[Name] School/District
[Street Address]
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[Work Phone]
[Home Phone]

[Name], [Position]
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[Home Phone]