

# JANE E. DOE

[Street Address]  
[City, State ZIP]  
[Phone Number]  
[E-mail Address]

## EDUCATIONAL BACKGROUND

Washington State Superintendent Certificate, 2004  
Washington State Principal Certificate, 1982  
Washington State Teaching Certificate, 1979

Washington State University, Superintendent Cohort Program,  
April 2004  
Pacific Lutheran University, MA in School Administration, 1981  
Pacific Lutheran University, BA in Education, emphasis in English,  
1976

## EMPLOYMENT HISTORY

### **Administrative Positions**

Principal, [Name] High School, [Name] School District, 2003-2007  
Principal, [Name] Middle School, [Name] School District, 1995-2003  
Principal, [Name] Middle School, [Name] School District, 1992-1995  
Associate Principal, [Name] Junior High School, [Name] School  
District, 1987-1992

### **Teaching Experience**

English Teacher, [Name] High School, [Name] School District,  
1984-1987  
English Teacher, [Name] Middle School, [Name] School District,  
1978-1982  
English Teacher, [Name] Junior High School, [City], [State],  
1976-1978

## LEADERSHIP SKILLS

### ***Vision, Mission and Culture***

- Worked with staff to develop common beliefs about education
- Clear, steady focus on outstanding instruction
- Clear focus on all students meeting their potential
- Involved students in support of academic mission of the school
- Effectively communicated with parents through Parent Advisory Board, newsletters, informal conversations and parent groups
- Developed faith community support for school and students

- Effectively communicated in writing and speaking to our greater community
- Developed first Student Peer Mediation program in [Name] County in 1990

### ***Leadership Style***

- Committed to relationships of trust and respect
- Committed to ethical leadership
- Committed to being a voice for children who have none
- Committed to clear communication
- Constant focus on what is best for kids

### ***Instructional Leadership***

- Recruited excellent teachers from throughout the U.S. for the district, focusing on minority candidates and candidates who speak multiple languages
- Planned and implemented staff development program to support School Improvement Plan designed by all certificated staff
- Developed teacher-led professional development model to infuse constructivist teaching into classrooms through Powerful Teaching and Learning
- Adjunct Faculty at Portland State University
  - Peer Coaching
  - Models of Teaching
  - Success for Every Student
- Developed small learning groups of staff members focused around continuous improvement with an emphasis on higher order thinking skills and literacy
- Facilitated faculty book study groups around current educational topics

### ***Organizational Management***

- Developed dynamic, site-based decision-making team to focus on improving instruction at every level
- Re-aligned financial resources to provide support for teachers to improve instruction
- Developed Welcome Center for new students and parents from a variety of economic, social, ethnic, and racial backgrounds to acquaint them with American school systems and to assess student skills for appropriate placement

### ***Advocate for Public Policy***

- Collaborated with local state and federal legislators for better understanding of the unique needs of students and how these needs can be better met through effective legislation
- At Congressman [Name]'s request, wrote a position paper on NCLB
- Partnered with local community groups as an advocate for students

- Worked with mayor, city manager and city council members on issues relating to students and schools
- Worked with the [City] Housing Authority and the [City] Police Department to advocate for extended day programs for children

**Community Leader**

- Worked with local TV and print media to promote schools and community understanding of educational issues
- Developed productive business partnerships
- Developed faith partnership group with ecumenical clergy in school boundary area
- Worked with the Russian and Hispanic community to develop understanding of American education system
- Attained grant for personal interpretive devices for Hispanic and Russian parents to enable increased involvement in school activities
- Participated on steering committee for *Community Choices 2010*, a task force dedicated to improving the quality of life for families in our community
- Partnered with the [City] Police Department to create a safe learning environment for students

**Change Agent**

- Actively supported continuous improvement for school, programs, and individuals
- Committed to using proven practices and data to drive decisions and productive change
- Committed to looking at the big picture when changes are needed and implementing the necessary supports strategically and systemically
- Provided regular opportunities for teachers to keep current on educational issues through books and journal articles

**PROFESSIONAL ORGANIZATIONS**

**Professional Relationships**

- [League] Principal of the Year [year]
- Association of Washington School Principals
- [League] Representative to WASSP [years]
- Association of Supervision and Curriculum
- Phi Delta Kappa