

MIDDLE SCHOOL PRINCIPAL

Executive Profile

To obtain the job that continues to expand my administrative experience working with staff, students and parents to develop a shared vision and leading school community in achieving those goals. I firmly believe that all children deserve to have every opportunity to learn in a positive, supportive environment as well as have a multitude of opportunities to discover and explore areas of interest helping them to develop into a well-rounded individual who will succeed in the twenty-first century. I believe that true leaders exhibit habits of mind and model the expectations they have of their employees. I believe two critical components of successful leadership are positive relationships and transparency.

Skill Highlights

- Leadership/communication skills
- Human resources
- Employee relations
- Self-motivated
- Customer-oriented
- Training and Development
- Team Player
- Organizational Skills
- Performance Evaluations

Core Accomplishments

- MS/HS Language Arts and Psychology Teacher At-Risk Program Coordinator North Central Accreditation Team Building Co-Chairperson Editor of the district's newsletter, Signal Student Council Advisor Odyssey of the Mind Coach Cheerleading Coach MS Track Coach CURRICULA, ASSESSMENT AND DATA MANAGEMENT EXPERIENCE AND TRAINING Training in current state laws and regulations for public and special education.
- Trainings in current state laws and regulations on evaluation, Teachers' Tenure Act, and corrective discipline with employees.
- Implemented The Thoughtful Classroom Teacher Evaluation System, MCEE pilot program with University of Michigan.
- Principals' NCLB and Title I Boot Camp.
- Extensive training in best instructional practices in the classroom, including Superintendents in the Classroom, Research on the Adolescent Brain and how it impacts the classroom, 21st century skills in the classroom, and Nonviolent Crisis Intervention.
- Classroom observation and evaluation training including, Three Minute Classroom Walk-through, Classroom Walk-through, Charlotte Danielson, and The Thoughtful Classroom Teacher.
- Using data to drive instruction in the classroom, including Data 4 Student Success, National Middle School Conference, Data Teams, and Summer Learning and Data Retreat.
- Professional Development in becoming a successful building leader in education, including Cognitive Coaching, Second Order Change and Distributive Leadership, How Leadership Influences Student Learning, In Search of School Leadership, Cultivating a Climate of Change, and Teacher Leader Skills.
- Student transition from the middle school to the high school.
- Determining, implementing and monitoring school improvement processes, goals and activities.
- Framework for Understanding Poverty and how to work with families and students living with such circumstances.
- Implementing and monitoring reading and writing workshops in the secondary classroom through using Lucy Calkins, Daily 5, Café, John Collins Writing program and Reading Apprenticeship: Rethinking Secondary Literacy Strategies in the Classroom.
- School Safety Training with Emmett Township and Calhoun County Sheriff Departments Harper Creek Middle School has met AYP every year.

Professional Experience

Company Name July 2008 to June 2015 Middle School Principal

City, State

- Supervised and evaluated certified and non-certified staff.
- Implemented a pilot program from the MCEE for a new staff evaluation model.
- Supervised general and special education teachers and maintained accountability for meeting legal expectations for students with an IEP, 504, Title I services, or at-risk services.
- Planned and implemented book studies with the MS teachers: What Great Teachers Do Differently, by Todd Whitaker 2008 Jigsaw format from multiple resources on differentiation 2009 Effective Grading Practices, by Doug Reeves 2011 A Framework for Understanding Poverty, by Ruby Payne 2012 Mentored teachers, counselors, social workers, student support specialists and a vice principal.
- Provided professional development and classroom support for the use of district and building curricula, including Lucy Calkins, Daily 5, CMP, BCAMSC Kits, and John Collins Writing.
- Empowered staff to work on school improvement teams and professional learning communities focusing on using student data to drive instructional decisions.
- Analyzed student data and facilitated instructional decisions based on the data with MS teachers.
- Developed and maintained a culture focused on student learning.
- Communicated with parents regarding academic, behavioral and emotional issues regarding their students.
- Supervised and maintained the athletic program at HCMS.
- Planned educational meetings for parents regarding curriculum and social issues facing their children.
- Facilitated a Title I audit and met requirements for the changes required.
- Mediated and resolved student issues between students and staff.
- Participated as a contributing member of the Administrative Team including, but not limited to district professional development.
- Collaboratively worked with staff to design and implement varied interventions blending the RTI model and a new middle school schedule servicing children identified as at-risk.

- Worked with staff to develop a differentiated instructional approach to teaching and learning within the classrooms.

Company Name August 2005 to July 2008 Assistant Middle School Principal
City , State

- Evaluated certified and non-certified staff.
- Supervised multiple extra-curricular activities for middle school students.
- Assisted in planning and implementing transition activities for blending fifth and sixth grade teachers, students, and families to the middle school.
- Assisted in planning and implementing school improvement and professional development for MS staff.
- Supervised special education teachers and maintained accountability for meeting legal expectations of IEP.
- Educated students and families on the academic and behavioral expectations for students while at the middle school.
- Handled student and staff disciplinary issues.
- Worked cooperatively with multiple employees in the district.
- Provided professional development for district bus drivers on how to build positive relationships with students in order to establish and maintain behavioral expectations while transporting students.

Company Name June 1999 to July 2005 High School Language Arts Teacher
City , State

- K-12 Career Preparation Coordinator.
- Coordinator of HS At-Risk Programming.
- Freshmen Class Advisor.

Company Name August 1994 to June 1999 Student Government Advisor
City , State

- School Improvement Team Committee Chairperson.
- OEA Negotiating Team member.

Education

Western Michigan University December 2000 Master of Arts : Educational Leadership City , State Educational Leadership

Hillsdale College May 1993 Bachelor of Arts : English and Psychology City , State English and Psychology

Secondary Teaching Certificate

Interests

Advanced Math 7 and Algebra I added to MS Curriculum Lego Robotics Girls on the Run National Junior Honor Society HCMS participates in American Heart Association's Red Out Game Additional Clubs added at middle school: Football, Lacrosse, and Competitive Cheerleading

VOLUNTEER EXPERIENCE Girls on the Run, Calhoun County, MI American Heart Association, Kalamazoo, MI

Professional Affiliations

Michigan Association of Secondary School Principals National Association of Secondary School Principals Association Supervision for Curriculum Development Harper Creek Optimist Club

Additional Information

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Skills

academic, Administrative, approach, book, drivers, legal, meetings, Negotiating, Programming, Teaching