

David Mitchell

Objective

To secure a rewarding leadership position that will allow me to positively improve the delivery of educational services with the ultimate goal of improving student achievement and teacher quality.

Profile

Passionate, energetic, well-educated, education professional with a desire to see students achieve intellectually and academically. Shows an aptitude in the area of technology and learns systems quickly. Possesses great interpersonal and communication skills, which facilitate the consistent motivation of all students.

Educational Leadership Roles

Assistant Principal: Shiloh High School, assistant principal over ELA, MTSS, Discipline 9th and 10th R-Z, PTSA, SAT, EOC testing, PBIS, attendance, Prom., and yearbook **2023- Present**

Principal: Hilsman-East; Summer, providing support for the instructional process with specific responsibility for directing overall site operations, services, and staff at assigned school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations, and/or problems that arise on campus or with enrolled students. **Summer 2022**

Assistant Principal: Hilsman Middle School, assistant principal over discipline, 504/IEPs, counseling, athletics, MTSS, custodial operations, PBIS, Title IX, and Exceptional Ed. **2021-2023**

Multi-Tiered System of Support Committee Chair: Cedar Grove High School, Committee tasked with helping teachers understand best practices when maneuvering through tiered instruction. **2018-2019**

Textbook Coordinator: Tasked with keeping inventory and organization of physical textbooks as well as managing online resources for teachers and students. **2018-2020**

Digital Learning Team Member: Tasked with maintaining operational status of hardware resources for students and teachers. Served as liaison to various educational online platforms. **2018-Present**

School Discipline Committee Chair: Helped to create and implement discipline efforts targeted toward reducing tardiness and other maladaptive behaviors. **2018-2019**

Testing Committee Member: Helped to create a schedule for schoolwide testing during high stakes testing. Engaged in planning and implementation of the schoolwide testing plan at Cedar Grove High School. Ensured that students with IEP and 504 plans were adequately coded to receive accommodations during testing. **2018-2019**

Representative for Assessment Design and Use for Instructional Leaders: Served as the representative responsible for reporting schoolwide data to district officials. **2018-2019**

School Leadership Apprenticeship: Engaged in supervised leadership tasks; Conducted Teacher observations, participated in discipline hearings, served with the administrator on duty during afterschool activities, helped to create and implement the school safety plan, conducted various professional learning opportunities surrounding selection and implementation of teaching strategies with fidelity. **2018-2019**

GEAR UP Liaison: Cedar Grove High School;. **2018-2019**

Education

Educational Leadership Ed.D Candidate; Concentration in MTSS
University of Georgia
2026

MASTERS IN ART OF TEACHING; Concentration in Secondary Mathematics
CLARK ATLANTA UNIVERSITY, ATLANTA, GEORGIA
2018

TIER 1 CERTIFICATION PROGRAM
UNIVERSITY OF GEORGIA, ATHENS, GEORGIA
2020

B.A. PSYCHOLOGY
UNIVERSITY OF GEORGIA, ATHENS, GEORGIA
2009

Certifications

SP Ed. Social Science Cognitive level (P-5, 4-8)
SP Ed. Science Cognitive Level (P-5, 4-8)
SP Ed. Reading Cognitive Level (P-5, 4-8)
SP Ed. Math Cognitive Level (P-5, 4-8, 6-12)
SP Ed. Language Arts (P-5, 4-8)
SP Ed. General Curriculum (P-12) Consultative
Mathematics (6-12)
Educational Leadership Tier 1

Experience

Principal, Hilsman-East Summer School; Athens, GA

Summer 2022

- Chairs meetings (curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district, and/or state objectives.
- Delegates responsibility for a variety of administrative functions to Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Develops budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Implements policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages school administrative functions (facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares a wide variety of materials (quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises other instructional personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of school's curriculum.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Assistant Principal, Hilsman Middle School; Athens, Georgia & Shiloh High school; Snellville, Georgia

2021-2023

- Assists the Principal in the overall operation of the school, assuming delegated authority in his absence (interviewing and hiring instructional staff, classroom walkthroughs, review of fiscal policies, etc.) for the purpose of ensuring the effective operation of the school.

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- Monitors standards-based curriculum instruction and quality learning (development, communication, implementation, evaluation, etc.) for the purpose of enhancing excellence, equality, and equity for staff and students. Prepares objectives and outlines for course study and assists in the development of building-level curriculum
- Implements policies, procedures, and processes (emergency plan, end of course testing, Special Education eligibility, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Manages a variety of school administrative functions (student disciplinary policy, interview committees, school schedule, teacher mediation, etc.) for the purpose of enforcing school, district, and state policy while maintaining safe and efficient school operations. Prepares, administers, and corrects tests and keeps accurate records using Infinite Campus
- Participates in meetings, workshops, and seminars (grade level or subject area instructional planning, teacher mediation, IEP meetings, emergency planning, etc.) for the purpose of conveying and/or gathering information while facilitating productive outcomes.
- Compiles data from a variety of sources (district databases, research papers, Georgia Department of Education, etc.) for the purpose of developing and /or evaluating programs and/or complying with financial, legal, and administrative requirements.

Mathematics Teacher, Cedar Grove High School, South West DeKalb High School; Decatur, GA

2017-2020

- Utilize best teaching methods and strategies based on the latest research and data
- Creates and delivers rigorous daily lessons, which develop advanced comprehension skills
- Maintains a positive discipline plan, which promotes student responsibility and accountability
- Prepares objectives and outlines for course study and assists in the development of building-level curriculum
- Demonstrates effective classroom management skills, which create a conducive learning environment
- Emphasizes the connection between mathematics and the daily lives of the students
- Prepares, administers, and corrects tests and keeps accurate records using Infinite Campus
- Evaluates student produced work using standard grading policies

Interrelated Teacher, Stephenson Middle School, Stone Mountain, GA

2010-2017

- Created and implemented Individualized Education Plans for students with disabilities.
- Aided teachers in understanding how to best service students with disabilities.
- Utilize best teaching methods and strategies based on the latest research and data
- Created and delivered rigorous daily lessons, with respect to individualized needs as dictated by IEPs
- Maintains a positive discipline plan, which promotes student responsibility and accountability
- Prepares objectives and outlines for course study and assists in the development of building-level curriculum
- Demonstrates effective classroom management skills, which create a conducive learning environment
- Emphasizes the connection between mathematics and the daily lives of the students
- Prepares, administers, and corrects tests and keeps accurate records using Infinite Campus
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GEAR UP Liaison, Cedar Grove High School; Ellenwood, GA

2018-2019

- Tutors high school students in the development of science and math skills
- Engages selected students one-on-one and in small group settings in various academic activities
- Collaborates with the program supervisor and staff members to determine the students' needs and how to best address them

Head Coach: Basketball (Middle School, JV)

- Conducted structured and organized practices.
- Managed scheduling for home and away games.
- Provided feedback focused on player development.
- Coached team to two championship victories.

Clerk, DeKalb County Schools District, Decatur, GA

5/07-8/08

- Filing, messenger, customer service, telephone
- Data integration from a paper filing system into a paperless system.

Summer Cleaning Custodian, DeKalb County Schools District, Decatur, GA

2002-2006

- Total wall-to-wall cleaning, painting, stripping, furniture removal, landscaping and lawn maintenance.

Honors and Awards

- Member, Pi Lambda Theta Honor Society
- Member, Phi Kappa Phi Honor Society
- DeKalb County Middle School Boys Basketball Coach of the Year: 2014-2015, 2015-2016
- Completion of the Gwinnett County Public Schools Quality Plus Leadership Academy.