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**ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**

*Providing 8 years of Successful Achievement in Developing Productive Student Focused Environments to Increase Learning Experiences*

Committed, resourceful, 21<sup>st</sup> century forward thinking professional educator with proven skills to: develop and monitor policies/practices that promote a safe learning environment; ensure a school culture that implements a rigorous data-driven curriculum for continuous improvements for teachers and students; create an environment that encourages open communication with colleagues, students, parents, and community stakeholders; mentor educators in the development and implementation of effective instructional strategies, lesson plans, and student assessment in conjunction with district and state learning guidelines. Additional strengths include:

- ◆ Outstanding Organizational Skills
- ◆ Strong Leadership Skills
- ◆ Magnet/Theme/Gifted Program Experience
- ◆ Title I/Non-Title I/Budget Management
- ◆ Diverse/Minority Community Relations
- ◆ Curriculum Planning & Implementation
- ◆ District Redistricting Facilitator
- ◆ Creative Problem Solving Techniques

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**HIGHLIGHTED ACCOMPLISHMENTS**

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- ◆ Improved Evansdale Elementary School student participation in local, district, and regional Social Studies Fair, by working with staff, students, and parents, initiating better teaching and learning to create: competitive projects, involving parents by conducting a parent informational night of guidelines and tips, conducting on-going meetings and personally working with students to discuss information and project progress. 4 students placed in the local school fair and advanced to the district level, 3 students placed in the district level fair, and advanced to the East Metro Regional Fair.
  - ◆ Increased fifth grade writing scores from 83% to 87%; played a key role in student writing achievement.
  - ◆ Served as Teacher Keys Evaluation System Pilot Administrator for Evansdale Elementary; collaborated, coached and mentored teachers on their strengths and weaknesses which improved instruction, organization, delivery of lesson plans, data analysis, and classroom management.
  - ◆ Increased research-based instructional strategies in all academic subjects to enhance the quality of student learning by working with school leaders and providing effective professional learning of vertical and horizontal alignment strategies.
  - ◆ Reduced student discipline rate by implementing student discipline incentives.
  - ◆ Created major partnerships and enlisted parent volunteers to implement the “Men of Robert Shaw”, SPARK – Pre-K Program, Fatherhood Project, Tiger Buddy Reading, and student banking which increased students’ learning and focus.
  - ◆ Created student data disaggregation procedures to assess students’ strengths and weaknesses, and determine areas needing improvements.
  - ◆ Increased the percent of students with disabilities educated within the general education classes by implementing co-teaching.
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## PROFESSIONAL EXPERIENCE

**DEKALBCOUNTYSCHOOL DISTRICT**, Stone Mountain, Georgia  
*Assistant Principal – Evansdale Elementary School*

2009 - Present

Assist, plan, develop, implement, and maintain the overall activities for elementary school with over 600 students and 39 faculty members. Scope of position includes: testing coordinator, development, and evaluation; record and administration organization; maintenance; student discipline, scheduling; textbook coordination; transportation coordination; student attendance; monitoring instruction; observations and evaluations; collaborative decision-making; team-building; program initiatives; staff recruitment; and creation of a safe, respectful, and fair learning environment.

- Increased research-based instructional strategies in all academic subjects to enhance the quality of student learning.
- Developed the school master schedule to guarantee maximum instruction time for teachers and students.
- Served as a member of the Evansdale Leadership Team and assisted with implementing job-embedded professional learning and strategies for improved teaching and learning.
- Increased writing scores of fifth grade students from 83% to 87%.
- Reduced student discipline rate by implementing student discipline incentives.
- Increased students' interest in reading by reading Principal's Book of the Month via television.
- Choreographed and directed Black History Program/performance to increase student extracurricular involvement.
- Instructed "tutor sessions" so students could receive extra assistance to improve math skills.
- Contacted and started "Pennies for Patients" for special needs students.
- Led writing initiative training with staff so students writing skills would become proficient.
- Assisted teams in reviewing data to increase student achievement.
- Assisted as a facilitator with DeKalb County District's Redistricting initiative to create positive team collaboration.

**DEKALBCOUNTYSCHOOL DISTRICT**, Stone Mountain, Georgia  
*Assistant Principal – Robert Shaw Traditional Theme School*

2004-2009

- Introduced computer technology initiative and identified age-appropriate software to broaden curriculum objectives.
- Developed strategies for school-wide vertical and horizontal alignment for improving math, reading, and writing skills.
- Created and led curriculum textbook review committee – reviewed, discussed, selected, and purchased learning resources.
- Formed major partnerships and enlisted parent volunteers to implement the "Men of Robert Shaw", SPARK – Pre-K Program, Tiger Buddy Reading, and student banking which increased students' learning and focus.
- Provided mentoring and coaching to staff, to recognize their strengths and weaknesses for on-going improvements.
- Presented critical student data disaggregation and data driven instruction to staff.
- Increased the percent of students with disabilities educated within the general education classes by implementing co-teaching.
- Assisted with the Title I Budget to ensure funds were used appropriately and efficiently.

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**PROFESSIONAL EXPERIENCE**

Robert Shaw Elementary (Continued)

- Created partnership brochures to provide communication to stakeholders and generated a significant amount of community support through fundraising and contribution efforts.
- Assisted as the Rising Scholar administrator for summer school.

**DEKALBCOUNTYSCHOOL DISTRICT**, Stone Mountain, Georgia 2000- 2004  
*Teacher – (K – 5), Oakcliff Traditional Theme School*

- Modified curriculum for special needs students to promote a positive classroom experience.
- Introduced writing initiative which increased academic development and confidence in elementary students.
- Assisted as a team member to review Gwinnett County’s SACS.
- Appointed by Principal as grade-level chair to assist the building administration in the efficient operation of the department team.
- Implemented “Touch Math,” which increased academic development and confidence in students.
- Appointed Aftercare Director to oversee the operations for supervising children in the aftercare program.

**PALMBEACHCOUNTYSCHOOL DISTRICT**, West Palm Beach, Florida 1990 - 2000  
*Teacher – (K – 5), H.L.JohnsonElementary School*

- Appointed as “Reading/Writing Expert” trainer to provide professional development to staff to promote improvement in student reading and writing.
- Implemented and documented all aspects of the data needed to review student progress.
- Appointed grade chair by the Principal to assist the building administration in the efficient operation of the department team.
- Selected as “Teacher of Excellence” for exemplary service and dedication in education.
- Selected as the “Zora Neale Hurston” honorary recipient for outstanding literary and artistic achievement.
- Brought children who were below grade level to on or above in reading and mathematics by developing innovative, fun learning methods.

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**EDUCATION**


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Ed.D Educational Leadership K-12 (Currently Pursuing), Grand Canyon University, Phoenix, Arizona

Leadership Certification (2004), KennesawStateUniversity, Kennesaw, Georgia

M.S. Elementary Education (1990), FloridaAgriculture & MechanicalUniversity, Tallahassee, Florida

B.S. Elementary Education (1989), FloridaAgriculture & MechanicalUniversity, Tallahassee, Florida

Endorsement, (1992), English Speakers of Other Languages (ESOL), Palm Beach County, Florida

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**TRAINING & DEVELOPMENT**

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- ◆ TKES for Leaders
- ◆ Leadership Skills
- ◆ Classroom Management
- ◆ Instructional Leadership Training
- ◆ High-Yield Instructional Strategies
- ◆ Georgia Performance Standards
- ◆ Student-Centered Learning
- ◆ Writing Training
- ◆ Bloom's Taxonomy Training
- ◆ Take 10 Training
- ◆ Common Core State Standards
- ◆ Discipline Management
- ◆ Data Analysis
- ◆ Response to Interventions
- ◆ Team-Building Strategies
- ◆ TKES for Teachers

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**COMMUNITY INVOLVEMENT**

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**Member,** Gold Coast Business and Professional Women's Organization

**Member,** Georgia Association of Educators

**Partnership,** SPARK Pre-K Program

**Member & Secretary,** Alpha Kappa Alpha Sorority, Incorporated

**Member,** Organization of DeKalb Educators

**Member,** Association for Supervision and Curriculum Development

**Partnership,** Fatherhood Project

**Partnership,** Wachovia Bank

**Partnership,** Publix, and Kroger

**Partnership,** Emory University & Georgia Perimeter College

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**REFERENCES**

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