

Educational Administration (M.S.Ed. – Principal)

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OBJECTIVE

Position as an assistant principal at Lincoln Elementary School.

EDUCATION

M.S.Ed., Educational Administration, Northern Illinois University, DeKalb, IL, May 20XX

B.S.Ed., Elementary Education, Aurora University, Aurora, IL, May 20XX

Licensure: IL Professional Educator License

Endorsements: Principal (PK-12), Elementary Education (K-9), Middle Level Social Science

LEADERSHIP EXPERIENCE

- Improved ELL curriculum by redesigning materials and activities to relate to everyday life
- Chaired Local Professional Development Committee to approve licensure
- Upgraded student management database, adding enhancements to track information changes
- Modified class work for students with Tourette's, cerebral palsy, Down syndrome, LD, and ADHD
- Set social studies curriculum goals to align with state standards
- Led team of colleagues in middle school textbook selection
- Mentored novice teachers on a weekly basis
- Supervised a student teacher, providing positive feedback and suggestions for improvement
- Developed master and daily schedules, including staff meeting agendas
- Set practice schedules as head coach; outlined training drills
- Assessed assistant coaches' performance through informal conversations and written evaluations
- Customized electronic grade book program and website
- Served on Technology Improvement Committee

PROFESSIONAL HISTORY

Jefferson Elementary School, DeKalb, IL; Administrative Intern, Spring 20XX

Leland Middle School, Leland, IL; 7th Grade Social Studies Teacher, 20XX-present

Leland Elementary School, Leland, IL; 6th Grade Social Studies Teacher, 20XX-20XX

Cortland Elementary School, Cortland, IL; 4-5th Grade Teacher, 20XX

Paw Paw Elementary School, Paw Paw, IL; 5th Grade Teacher, 20XX-20XX

COACHING EXPERIENCE

Leland Middle School: assistant soccer coach, 20XX-20XX; head football coach, 20XX-20XX; girls' basketball coach, 20XX-20XX; assistant wrestling coach, 20XX-20XX

Leland High School: freshman/sophomore boys' baseball coach, 20XX-20XX; head girls' softball coach, 20XX-20XX: Regional Champions, 20XX; Regional 2nd Place 20XX

PROFESSIONAL MEMBERSHIPS

Illinois Principals Association

National Education Association

Illinois Education Association