

[STREET ADDRESS] • [CITY], [STATE] [ZIP]
[PHONE NUMBER] • [E-MAIL ADDRESS]

JANE E. DOE

PROFESSIONAL EXPERIENCE

[Aug. 2004-Present] [Name] School District-([Name] Middle School) [City], [State]

Assistant Principal

Duties Included:

- Supervising and evaluating building staff
- Providing leadership for improving student achievement based on state and national standards through a school-wide audit and school improvement plan.
- Performing the duties of an Athletic Director and After school Activities Director (Appointing Coaches, Setting up activities that promote positive participation, Maintaining high standards for Student-Athletes)
- Supervising and disciplining student's behavior
- Participant in the District's Safety Committee.
- Development of the school's Master Schedule.
- Supervising special events, school sponsored activities, functions, and athletic events.
- Management and preparation of school and athletic budgets.
- Supervising the monitoring and reporting of student attendance and working with attendance specialists for follow-up actions.

[Sept. 2003-Aug. 2004] [Name] School District-([Name] Middle School) [City], [State]

Administrative Intern

Duties Included:

- Administrative Intern-Disciplinarian, Instructional Coaching Cadre Leader, and Site Council Facilitator/Leader.
- Afterschool Activities Coordinator and Administrative Team Member.
- L.A. Department Chair (2001-2004), A.S.B. Advisor (2001-2004), 8th Grade Team Leader (2003-2004), and Site Council Representative (2001-2004).

[Sept. 2000-Aug. 2004] [Name] School District-([Name] Middle School) [City], [State]

8th grade LA teacher and 6th grade LA/SS teacher

Duties Included:

- L.A. Department Chair (2001-2004), A.S.B. Advisor (2001-2004), Site Council Representative (2001-2004), 6th Grade Team Leader (2001-2003).
- Language Arts and Social Studies Adoption Committee Representative.
- Student Activities Committee Director (2000-2002)

ACCREDITATIONS

Initial Principal's Certificate

Continuing Teaching Certificate

EDUCATION

- [June, 2000-June, 2004] Eastern Washington University Cheney, WA
M.Ed.-Educational Leadership
- Degree and Certificate pending.
 - G.P.A.-3.965
 - Master's Action Research Project-Reducing Test-Anxiety
- [Jan., 1997-April, 2000] Eastern Washington University Cheney, WA
B.A.E.-English and an Initial Teaching Certificate
- G.P.A.-3.1

PROFESSIONAL MEMBERSHIPS

- N.A.S.S.P.-National Association of Secondary School Principals (2004-Present)
A.W.S.P.-Association of Washington School Principals (2003-Present)
A.S.C.D.-Association of School Curriculum and Development (2003-Present)
WA-A.S.C.D.-Washington Association of School Curriculum and Development (2003-Present)
N.C.T.E.-National Council of Teachers of English (2000-Present)
WA-N.C.T.E.-Washington National Council of Teachers of English (2000-Present)

CURRENT TRAINING/WORKSHOPS

- Harry Wong's "Developing Teachers with a Leadership Attitude"-Presented by WA-A.S.C.D.
School Improvement: A Collaborative Effort-Presented by WA-A.S.C.D.
Closing the Achievement Gap in all Schools-Presented by WA-A.S.C.D.
Jane Schaffer Writing Training-Presented by [Name] School District
Effective Brain Teaching and Discipline Boot Camp-Presented by [Name] School District
B.I.P. and Sp.Ed. Discipline Training-Presented by [Name] School District
Child Abuse: Helping Abused Children-Presented by [Name] School District/Seattle Pacific University
Teaching Gifted Students-Presented by Eastern Washington University
Culture of Poverty-Presented by [Name] School District and Eastern Washington University
2005 N.A.S.S.P. National Convention- N.C.L.B. Discussion Board
2006 N.A.S.S.P. National Convention- Breaking Ranks II
2006 N.A.S.S.P. National Convention- Assessment that Works
2006 N.A.S.S.P. National Convention-Middle School Association Breakout Seession
2005/2006 Assessing the 21st Century Principal-A.W.S.P.
2006 Wa-A.S.C.D. Literacy Conference-Wa.-A.S.C.D.
Overcoming the Achievement Gap and Assessing Teaching-OSPI Winter Conference
2007 N.A.S.S.P. National Convention-Breaking Ranks in the Middle
Step-Up to Writing Training-Presented By the [Name] School District

REFERENCES

- [Name]-[Position] ([Name] School District) [Phone Number]
[Street Address], [City], [State] [ZIP]
- [Name]-[Position] ([Name] School District) [Phone Number]
[Street Address], [City], [State] [ZIP]
- [Name]-[Position] ([Name] School District) [Phone Number]
[Street Address], [City], [State] [ZIP]

