

JOHN E. DOE

[Street Address], [City], [State] [ZIP]

[Phone Number], [E-mail Address]

OBJECTIVE

To obtain a position as a K-12 administrator

EDUCATION

- **EdD Educational Leadership**
Washington State University, Vancouver, WA: expected completion June 2008
- **MS School Counseling**
California State University, Long Beach, CA: June 1999
- **BA Liberal Studies, French Concentration**
California State University, Long Beach, CA: June 1994

CERTIFICATION

- **Residency Principal Certificate**, Washington: expected completion June 2007
- **Educational Staff Associate Certificate**, School Counselor, Washington
- **Pupil Personnel Services Credential**, School Counseling, California

ADMINISTRATIVE EXPERIENCE

Administrative Intern

[Name] Elementary School, 2006 – Present

[Name] School District, [City], [State]

- Member of Instructional Leadership Team and Shared Leadership Team
- Improved instructional practice as a teacher coach and member of administrative team
- Planned staff development as a member of Literacy and Math Task Forces,
- Coordinated Student Support Team and Positive Behavior Support Team
- Managed Playground Staff, K-5 Planners and ESL Staff Assistants
- Coordinated School Safety Committee
- Member of District's Adopt a School Committee
- Coordinated [Name] Elementary's partnership with [Name] High School and the Coalition of Essential Schools
- Supervised 504 program
- Principal substitute: [Name] Middle School
- Long-term Associate Principal Substitute: [Name] Elementary School

Seventh and Eighth Grade Administrator, Academic Coach

[Name] Middle School, 2001 – 2003

[Name] School District, [City], [State]

- Member of School Administrative Team
- Facilitated grade level and faculty meetings
- Served on Baldrige Quality Schools Leadership Team
- Developed and implemented multiple "F" program that promoted success for at-risk students
- Coordinated Student Success Team

COUNSELING EXPERIENCE

Elementary School Counselor

[Name] Elementary School, 2003 – Present

[Name] School District, [City], [State]

- Developed and taught Guidance Curriculum
- Coordinated Big Brother Big Sister partnership with [Name] High School
- Delivered individual and group therapy to at-risk students
- Created a safe and supportive learning environment for all students
- Advocated for student's social/emotional and academic success

Elementary School Counselor

[Name] Elementary School, 1999 – 2001

[Name] School District, [City], [State]

- Member of Site-Based Leadership Team
- Developed and taught Guidance Curriculum
- Coordinated School-based Mental Health program
- Delivered individual and group therapy to at-risk students

High School Counselor

[Name] High School, 1998 – 1999

[Name] School District, [City], [State]

- Put into action a comprehensive guidance program to assist students with their academic achievement, social growth, and career development

TEACHING EXPERIENCE

4th Grade Teacher

[Name] Elementary School, 1995 – 1998

[Name] School District, [City], [State]

- Member of Site-Based Leadership Team

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- Association of Washington School Principals
- Association for Supervision and Curriculum Development
- Washington School Counselor Association
- Regional Library District Citizen Planning Committee
- [Name] Elementary Parent Teacher Organization

SPECIAL SKILLS AND INTERESTS

- Fluent in French
- Coordinating Peer Mediation Programs
- Public Speaking
- Mountaineering and Backpacking
- Gourmet Cooking
- Surfing
- Reading

REFERENCES

[Name], [Position]
[School/Institution Name]
[District Name]
[Street Address]
[City], [State] [ZIP]
[Phone Number]
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