

Robert Smith

Curriculum Director

PERSONAL STATEMENT

As a Curriculum Director, responsible for Assisting administration and classroom teachers in the interpretation of student assessment data, and also Assisting in coordinating and monitoring intervention services to identified students.

WORK EXPERIENCE

Curriculum Director

ABC Corporation - September 2008 - August 2011

Responsibilities:

- Managed a staff of 30+ employees.
- Responsible for training and supporting teachers to efficiently implement the Balanced Learning curriculum daily in classrooms.
- Planned and organized school events including summer camp activities and educational field trips.
- Provided excellent customer service to existing and potential customers.
- Helped with office maintenance.
- Helped earn AdvancED accreditation (highest level of accreditation an early learning school can receive) Assisted in increasing student enrollment in a Private Kindergarten program.
- Designed and led a variety of faculty meetings addressing various needs of teachers and students in all subject areas.

Curriculum Director

Delta Corporation - 2007 - 2008

Responsibilities:

- Oversaw 3 campuses, with approximately 50 employees Aligned K-8 curriculum with state standards Reviewed and adopted new curriculum Set up services, .
- Coordinated the editing of the curricula with individual curriculum coordinators Hired and mentored instructors Fostered a team-building atmosphere.
- Supervisory Union includes elementary schools in five towns and a junior-senior high school.).
- Children in the Florida VPK/ Kindergarten program.
- Completed one year and the summer program was canceled because of low enrollment.
- Mentored two teachers within the VPK program teaching them to make toys, and DAP circle time.
- Create educational materials for 10 classrooms including summer programming Train and coach 25 staff members.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Word,
Designing SKills,
Monitoring SKills,
Creative Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

High School Diploma