

# School Administrator I

## ROBERT SMITH

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### Objective

Accomplished and energetic School Administrator I with a solid history of achievement in teaching. A motivated leader with strong organizational and prioritization abilities. Areas of expertise include teaching, reading and writing English and social studies. A seasoned educator with more than 11 years of experience in the fast-paced fast paced environment. Excellent communication and adaptability skills.

### Skills

Microsoft Office, Excel, Powerpoint, Read And Speak French- Novice Level, Read And Speak Spanish - Novice Level

### Work Experience

#### School Administrator I

**God Is Faithful Christian Academy** - February 2016 - Present

- Counseling and providing guidance to students regarding personal, academic, vocational, or behavioral issues.
- Setting the educational standards and goals, and helping establish policies and procedures to plan and develop instructional methods and content for educational, vocational, or student activity programs.
- Planning, coordinating and overseeing the school logistics programs such as field trips and food.
- Directing and coordinating the school maintenance services and the use of school facilities.
- Determining allocations of funds for supplies, materials, and equipment.
- Coordinating and directing the extracurricular activities and programs.
- Using computers/technology for various applications, interactive lessons, such as database management or word processing.

#### Teacher

**Hoke County Schools** - 2005 - December 2014

- Adapted teaching methods and instructional materials to meet students varying needs and interests.
- Established and enforced rules for behavior and procedures for maintaining order.
- Conferred with parents or guardians, other teachers, counselors, and administrators to resolve students behavioral and academic problems.
- Prepared, administered, and graded tests and assignments to evaluate students.
- Maintained accurate, complete, and correct student records as required by laws, district.
- Instructed through lectures, discussions, and demonstrations in one or more subjects, such as English, Mathematics, or Social Studies.
- Established clear objectives for all lessons, units, and projects.

## Education

Bachelor Of Arts in Political Science - December 2004(Fayetteville State University - Fayetteville, NC )