

ROBERT SMITH

Junior School Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A highly motivated individual with experience as a school administrator possesses strong interpersonal skills, has the capacity to adjust to a fast-changing environment. Outstanding ability to communicate with others Office administration, bookkeeping, and scheduling skills. Strong client relationship management skills. Experienced in training, managing and motivating subordinates. Track record of achieving exceptional results in County Assessments and student application.

CORE COMPETENCIES

Teaching, Administrative Assistant, Microsoft Office, One-On-One Student Aid, Lead Teaching

PROFESSIONAL EXPERIENCE

Junior School Administrator

Primrose School At The Flatirons - July 2014 – August 2017

Key Deliverables:

- Reviewed and interpreted the government codes, and developed programs to ensure adherence to codes and facility safety, security, and maintenance.
- Observed teaching methods and examined learning materials to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.
- Set educational standards and goals, and helped establish policies and procedures to carry them out.
- Evaluated curricula, teaching methods, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.
- Directed and coordinated the activities of teachers, administrators, and support staff at schools, public agencies, and institutions.
- Developed partnerships with businesses, communities, and other organizations to help meet identified educational needs and to provide school-to-work programs.
- Planned and developed instructional methods and content for educational, vocational, or student activity programs.

School Administrator

Primrose School Of Research Park - July 2013 – June 2014

Key Deliverables:

- Organized and directed committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.
- Directed and coordinated the school maintenance services and the use of school facilities.
- Prepared, maintained, or oversaw the preparation and maintenance of attendance, activity, planning, or personnel reports and records.
- Reviewed and approved new programs, or recommend modifications to the existing programs, submitting program proposals for school board approval as necessary.

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- Responsible for implementing curriculum, overseeing daily operations, test scoring, evaluations, instructor supervision.
- Took and transcribed meeting minutes and prepared follow-up documents for distribution to colleagues.
- Maintained high levels of confidentiality with all communications, records, and documents including annual evaluations, disciplinary reports, and student records.

EDUCATION

- Psychology - 2018(Front Range Community College - Westminster, CO)