

# ROBERT SMITH

## School Administrator III

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

School Administrator III with more than 22 years of experience in planning, developing and implementing K-12th education looking to use leadership, management, and organizational skills in a corporate environment. Core Qualifications Demonstrated ability to interact effectively, Extremely organized, detailed oriented senior management, File/records maintenance, Proven leadership abilities, Team Player, Outstanding interpersonal skills.

## EXPERIENCE

### School Administrator III

#### Seminole County School District - 1995 - 2014

- Performed the duties to support and accomplish the mission, vision, and goals of the school board of the Seminole County Public Schools.
- Demonstrated personal and professional behaviors consistent with quality practices in education and as a community leader.
- Demonstrated that student learning is the top priority through leadership actions that build and support a learning organization focused on student success.
- Collaboratively developed and implemented an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs, and assessments.
- Recruited, retained and, coordinated training of an effective and diverse faculty and staff.
- Structured and monitored a school learning environment that improves learning for all.
- Employed and monitored a decision-making process that is based on vision, mission and improvement priorities using facts and data.

### School Administrator

#### ABC Corp - 1992 - 1995

- Supported CFO through personal document management, calendar organization and collateral preparation for meetings.
- Careful observation of events around the school, and attentiveness to all issues affecting both academic work and non-academic work.
- Created efficient master and special event schedules including professional development workshops, staff meetings, and other school activities.
- Set high expectations for and maintained superior levels of performance in the areas of service, timely task completion, multi-tasking and flexibility in prioritizing assignments.
- Encouraged and supported a positive, team-oriented approach to set goals and objectives, support achievement, and evaluate progress.
- Managed the daily operations of a school, including scheduling,

employee training, supervision and evaluation, budget, purchasing, and building management.

- Aptly delegated assignments to colleagues related to the individual, school, and district research and development projects while evaluating employee progress and ensuring task completion.

## **EDUCATION**

- M.S. in Educational Leadership - 1988 to 1989(Nova University - Fort Lauderdale, FL )B.A. in Sociology - 1968 to 1972(Paine College - Augusta, GA )

## **SKILLS**

Teachable Process Implementation, Quick Learner, Financial records, and processing, Dependable, Computer Skills: Microsoft Word, Excel, Outlook Prompt & Quick Books.