

Robert Smith

School Administrator I

CONTACT DETAILS

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PERSONAL STATEMENT

Well-rounded and dynamic School Administrator I with expertise in bookkeeping. Offers exceptional communication skills and is client-focused. An independent worker who remains extremely calm in the most pressurized situations. Pursuing a position that requires a top-notch, dedicated individual who is compassionate and driven.

SKILLS

Quickbooks, Microsoft Office, Photoshop, Social Media Management, Grant Writing, Website Design

WORK EXPERIENCE

School Administrator I **Lakefront Childrens Academy - October 2005 - Present**

Responsibilities:

- Maintaining the safety of the students on campus, during morning intake, class transitions, lunch duty and bus changes.
- Creating professional development programs and coordinating professional development days for progress monitoring testing.
- Scheduling, coordinating and monitoring the data for progress monitoring and testing.
- Maintaining a full understanding of the process of corrective action, when needed.
- Conducting interviewing, hiring and retainment of new paraprofessionals, as well as teachers.
- Conducting the teacher annual evaluations according to the Danielson framework, classroom walkthroughs, providing timely and actionable feedback to teachers.
- Working closely with guidance to ensure that the needs of all students are met, including, but not limited to IEP meetings, manifestation hearings, behavior contracts and referrals to alternative schools.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

School Administrator **Ballet Chicago - August 2002 - August 2005**

Responsibilities:

- Mentored the faculty as they implement our training seminars worldwide.
- Prepared and reviewed publications and newsletters for our supporters and students.
- Prepared the yearly budget and overseeing bookkeeping for our organization.
- Planned all travel arraignments both stateside and international, for the faculty.
- Assisted the President in all of his duties and as he manages the day to day operations of the school.
- Created, developed and made recommendations on policies and procedures for the School.
- Ensured that staff allocations are consistent with the strategic priorities of the school.

REFERENCES

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

Education

Bachelors - (2000)