

ROBERT SMITH

School Administrator II

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School Administrator II with extensive experience of 17 years in innovative practices, curriculum and instruction, collaborative team building and culture development. Skilled at researching, creating, evaluating and implementing research-based professional development, community outreach, and curricular/instructional programs. Demonstrated ability to increase student achievement in high poverty students and improve community support by building high-quality relationships.

2007 - FEBRUARY 2018

SCHOOL ADMINISTRATOR II - SALISBURY HIGH SCHOOL

- Managed and organized workshops for teachers to improve their teaching skills.
- Assigned duties to staff and ensured proper implementation of discipline in the school.
- Responsible for providing tours, curriculum activities and general information on the socio-economic background of the school.
- Observed the coordination or the working of teachers and students in the classroom.
- Created innovative programs to ensure the safety of school and keep it free from alcohol and drugs.
- Performed instructional programming and conducted meetings for teachers-parents.
- Assisted the teachers in discussing /planning curriculum activities for their classes.

2001 - 2007

SCHOOL ADMINISTRATOR - KNOX MIDDLE SCHOOL

- Possessed depth knowledge of classroom evaluation and school administration.
- Presented positive first point of contact for all student body, faculty, staff, and board members.
- Managed all outreach presentations at schools, gave tours, and promoted the school mission.
- Built partnerships with the community leaders, organized the grant funding.
- Responsible for the project management for public events held at the school.
- Maintained a stewardship culture through email newsletters and social media aimed at cultivating deeper ties with teachers, board members, donors, and prospective students.
- Worked with teachers, students, parents and other school system administrators to ensure effective teacher instruction and successful student learning by applying problem-solving, collaboration, communication, conflict

resolution, leadership and team-building skills.

EDUCATION

Masters Of Arts in Education Teacher Leadership - May 2011(University Of Phoenix - Phoenix, AZ)Masters - May 2006(Arts In Education School Leadership)Principalship - April 2006(University Of Phoenix - Phoenix, AZ) Bachelor Of Arts in Business Administration - May 1997(Livingstone College - Salisbury, NC)Ed.D. in Educational Administration & instructional Leadership - (North Central University - Phoenix, AZ)

SKILLS

Office Management, Records Management, Internet Research And Navigation, Spreadsheets/Reports, Event Management