Robert Smith

School Principal/Teacher

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SUMMARY

Caring and enthusiastic Elementary School Principal with good leadership skills needed in the ever-changing field of education. Plan prepare budget for staffing, operation and implementation of Federal Programs.

SKILLS

Organisational skills, Management skills, Good Communication skills.

WORK EXPERIENCE

School Principal/Teacher

ABC Corporation - 2015 – 2016

- Responsible for all the daily functions and outcomes relating to the campus.
- Conduct all of the hiring and training for certified and classified staff members.
- Conduct recruiting trips, both in state and out of state, to secure highly skilled and motivated candidates.
- Accountable for the academic achievement of over 1,200 junior high students, which is reported to the state and the general public.
- Additional job responsibilities include ensuring that are in compliance with state and federal guidelines that could impact our funding.
- To operate efficiently, evaluating and providing professional development for certified staff members, building enduring relationships with the community and business partners, and maximizing all resources in order to meet quarterly benchmarks and yearly district achievement goals.
- Development of assessment resources using SchoolNet and Mastery Connect for the basis of modeling best practices in assessment creation aligned to Common Core Standards to teaching staff.

School Principal

ABC Corporation - 2013 – 2015

- Administrator of school of 600 students, supervisor of of staff if teachers and aides.
- Implement curriculum, safety regulations and district policies.
- Plan faculty and parent meetings, prepare budget, attend board and district meetings.
- My students achieved above the standards in all tested subjects.
- We implemented anti-bullying, community outreach and advisory committees.
- The students participated in Dancing Classrooms, Warm Up America and Circus Arts.
- Skills Used Organization, communication, planning, teamwork and negotiating skills..

EDUCATION

Masters in Administration and Supervision - (Arizona State University West Campus - Phoenix, AZ)

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