**School Principal Resume Template**

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**Objective**

To become a school principal in charge of the high school department in a large Catholic school.

**Summary of Qualifications**

* About 10 years of experience in the academe as a school principal, rising through the ranks from an English teacher to Vice-principal in grade school.
* Excellent administrative, management and leadership skills along with people management and organizing skills
* Excellent written communication skills in English and Spanish

**Career Experience / Job History**

**2005 – Present: Vice Principal, Grade School Department, Loyola High**

* Assist the Principal in administering to the student honor roll
* Assigned to administer to the school’s delinquency board for errant students.
* Assist the Principal in developing annual operating and capital budgets
* Implement the schools disciplinary code for both faculty and students.
* Oversee the development of curriculum application
* Meet regularly with concerned parents, teachers and school board members
* Attend student performances, school events, and athletic tournaments
* Take over absentee teachers in the English and Literature department.

**2000 – 2005:  English Teacher, Loyola High**

* Prepare the annual and daily lesson plan in compliance with the school’s curriculum standard.
* Handle both English and English literature classes.

**Education**

2002 – 2004:  MBA, California State University

1997 – 2000:  Bachelor of Arts in Education major in English, College of Notre Dame, Maryland

**Professional reference will be furnished upon request.**