

Education Resume Example - Principal

SUSAN WARD
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Milton, Nebraska 69xxx
(555) 999-xxxx
e-mail:

Education

Master of Education in Education Administration May, 19xx
Endorsements: Middle Level Principal, 7-12 Secondary
University of Nebraska-Lincoln

Bachelor of Science in Education May, 19xx
Endorsements: 7-12 English
University of Nebraska-Lincoln

Certificate Held: xxxxx

Educational Experience

Assistant Building Principal, Milton Middle School, Milton, Nebraska, 19xx-20xx

- Direct responsibility for grade reporting and attendance
- Responsible for student disciplinary procedures, including parental conferences
- Observed classroom teachers on regular basis

Middle School English Teacher, Milton Middle School, Milton, Nebraska, 19xx-19xx

- Taught English 7 and 8
- Sponsored Creative Writing Club
- Co-coordinated Fine Arts Night for Milton Middle School

High School English Teacher, Juno High School, Juno, Nebraska, 19xx-19xx

- Taught English 10, 11 and 12
- Directed Junior-Senior Class Play
- Sponsored school newspaper
- Sponsored school yearbook

Administrative Skills and Experience

Leadership

- Researched and developed a plan for implementation of an Adviser/Advisee program for Milton Middle School
- Collaborated and implemented a reporting system for mid-term assessments adopted by Milton Middle School
- Served as Team Leader for Milton Education Association Negotiations team
- Collaborated and conducted events to raise scholarship money

Computer/Technology

- Spearheaded drive to update computers in district
- Set up Homework Online program for Milton Middle School
- Attended 11 technology workshops regarding Education Technology
- Became proficient in Internet, Fetch, Persuasion, Pagemaker, Clarisworks, QuickTake, and Power Point

Communication

- Wrote Option II Paper on “Reporting Progress of Middle Level Students”
- Addressed Middle Level Academy on Reporting and Recording Student Progress
- Addressed various large and small community organizations about the significance of the middle school bond issue
- Created brochure for middle school bond issue
- Created brochure for Milton Public Schools Human Resources Division

Professional Affiliations

National Association of Middle School Principals
Association for Supervision and Curriculum Development
Nebraska Women in Educational Leadership

Special Recognition

Graduate Research Award, Teachers College, University of Nebraska-Lincoln, 19xx
Outstanding Teacher of the Year, Milton Middle School, 19xx-19xx
Outstanding First Year Teacher, Juno High School, 19xx-19xx
Alpha Delta Kappa Scholarship, University of Nebraska-Lincoln, 19xx, 19xx