

ASSISTANT PRINCIPAL

Summary

Educational Administration

Assistant Principal with 12 years in education and exceptional people skills.Â Create and monitor a positive safe school cultural environment that ensures growth of both students and staff. Â Inspire motivation to learn, skilled at building secure relationships between communities, parents, students and teachers.Â Â

Core Qualifications

COMPUTER PROFICIENCY MENTOR EXPERIENCE

- Microsoft Office Suite
- Adobe: InDesign
- Adobe Photoshop
- Adobe Illustrator
- CAD
- Quark Xpress
- Prezi
- Goggle Share Documents
- 10 years mentor experience: students and teachers
- Motivating students
- Behavior Modification
- Learning style assessment
- Building Relations
- Goal Setting
- Team Building
- Problem Solver

Professional Experience

Assistant Principal 08/2013 to Current Company Name City , State

Supervise Staff

- Coordinate substitute schedule, facilitate sub placement
- Supervise and monitor staff attendance
- Assist in staffing highly qualified teachers -(interview prospective candidates)
- Assist Principal with developing staff meetings
- Coordinate staff development
- Conduct staff observations and conferences
- Assist principal with team building
- Generate staff warnings
- Supervise and assign staff duties

Counseling

- Serve as student mentor and counselor when academic problems and personal adjustments arise, arrange meetings with guardians to reach solutionsAdvise Â teachers and parents of counseling referral process.Â
- Foster student- teacher relationships
- Advise staff of implementing classroom management strategies
- Liaison for school counseling services (DePelchin)

Parent Communication

- Regularly meet with parents to discuss student issues and course weakness areas.
- Inform parents of school events or school closures
- Liaison for parent teacher conferences, student discipline policies and teacher student conferences
- PTO Liaison
- Design School Newsletters
- Authorize school reaches (broadcast communication)

Plan Development

- Plan, coordinate, and supervise after school activities plus clubsÂ
- Create Staff Directory
- Create Teacher's Manual
- Ensure district policies and procedures are implemented
- Initiate and supervise at risk Student (Mentor Program)Â
- Supervise plus coordinate award ceremonies, athletic events, graduations, field trips and fundraisers

School Safety

- Coordinate school wide climate and culture training modulesÂ

- Conduct Health and Safety Meetings
- Supervise Health Safety
- Coordinate inter department training for Crises Prevention Intervention (CPI)
- Coordinate building inspections, ensure building permits are current
- Inspect fire extinguishers
- Implement district student discipline policies & procedure
- Generate and Implement Emergency Operations Plan
- Conduct monthly fire and safety drills
- Supervise & mandated state required safety training (Required Reporting Child Abuse)

Art Teacher 08/2007 to 07/2013 Company Name City , State

Art Teacher

Taught art grades 6-8, collaborated with staff, Administration and V.I.P.S. (Volunteer Parents) to support school events. Facilitated activities that developed students physical, & emotional and social growth.

Fine Arts Director 08/2001 to 07/2007 Company Name City , State

Teacher

Taught art grades 6-12.

Fine Arts Director

- Developed and reviewed Fine Arts curriculum
- Facilitated training for Fine Arts teachers(Music and Visual Arts)
- Established & coordinated Professional Development for the Harmony's Fine Arts regional and statewide training.
- Supervised, evaluated and Mentor teachers. Proposed and collaborated with teachers plus administration in devising strategies for school competitions and events: international, national, state and local level.
- < Sponsored field trips National and International (traveled with students and staff internationally and chaperoned students (Turkey, Germany, France and Holland)
- < Assisted with grant writing
- < Prepared recommendations for students plus staff
- < Initiated & implemented fundraisers&
- < Guided 12th grade students as an adviser
- < Sponsored after school art clubs
- Managed school wide festivals, in addition to Multicultural events.

Education and Training

Educational Administration 2011 Prairie View A & M University City , State , US

Member of the Texas A & M University System Prairie View

Texas Masters of Education < Educational Administration

Educational Leadership and Counseling

Graduated Summa Cum Laude& 4.0& GPA

Bachelor of Science : Industrial Design Technology Wentworth Institute of Technology City , State , US Wentworth Institute of Technology

& Boston, Massachusetts Bachelor of Science - Industrial Design Technology

Mechanical Engineering Technology Women's Technical Institute City , State , US Associates of Applied Science-Mechanical Engineering

Technology Women's Technical Institute & Boston, Massachusetts

Mechanical and Electrical Drafting Certificate - Mechanical and Electrical Drafting (CAD)

Certifications

- Principal Certification/Mid Management
- & Art-EC-12
- & Technology Applications-EC-12
- Teacher-Highly Qualified&
- Teen Leadership
- Communication Application,
- Gifted & Talented&
- Certificate of Recognition for Exemplary Contribution to Harmony
- Certificate - Mechanical and Electrical Drafting (CAD)

Community Involvement

- World Refugee Day June 21, 2014 -Developed and Implemented Fine Arts activities&
- Assisted with Houston Community Mural-Denver Harbor Park, sponsored by Museum of Fine Arts Houston-(MFAH)

- State VASE- Monitor, Presenter and Judge

Affiliations

Counseling Academic and Professional Honor Society International-Chi Sigma Iota ^ ^ ^ ^
 American Federations of Teachers Union (AFT) ^
 Museum of Fine Arts Houston (MFAH)^
 Texas Art Education Association (TAEA)
 Industrial Designers Society of America (IDSA) ^

Presentations

PROFESSIONAL PRESENTATIONS

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Regional Visual Arts Scholastic Events (VASE) Judge ^

Interviewer: Regional Texas State Jr. VASE competition

Interviewed Middle and High School^ art participants and judged their contending art work to be considered for the state VASE completion. ^
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Regional (VASE) Monitor ^ State (VASE) Presenter

Art Presentation/Demonstration: Ebru Turkish Marbling ^ Demonstrated Turkish Marbling art techniques to hundreds of Texas state art student participants/competitors at the University of Houston ^“Clear Lake
 ^

Leadership Conference: The Economic Security Crisis of Black Women-May 1999 ^ TOPIC: Banking, Investing and Entrepreneurships ^
 Presented how to start and maintain a minority owned small business

Skills

Fundraising

Multi - Task Management

Mentoring

Community Relations

Creative Problem Solving