SAMPLE 1 – Leadership Resume

***ANTONIO EDWARD MORALES***

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# SUMMARY OF QUALIFICATIONS

* Curriculum Development Strategic Planning
* Instructional Coaching Community Engagement
* Professional Development Date-Driven Instruction
* Recruitment and Hiring Departmental Supervision

# EDUCATION

DEPAUL UNIVERSITY, CHICAGO, IL MAY 2013

M.A. in Education Leadership

DEPAUL UNIVERSITY, CHICAGO, IL JUN 2004

B.S. in Elementary Education, Minor in Science

# LICENSURE

Professional Educator License

* General Administrative, kindergarten through grade 12
* Elementary Education (Self-Contained General Education), Kindergarten through grade 9
* General Science, middle school – grade 5 through grade 8

# LEADERSHIP EXPERIENCE

MANOR COLLEGE PREP HIGH SCHOOL

Summer School Principal MAY 2013-AUG 2013

* Supported academically-at-risk students and families through weekly progress reports and course deficiencies action plans
* Supervised and hired four teachers
* Engaged in summer school course offerings partnership with Walter Payton College Prep
* Created and delivered professional development sessions for Golden Apple Scholars
* Maintained 98 percent attendance rate among students

Principal Intern MAY 2012-APR 2013

* Participated in research and data collection for Targeted Student Recruitment Program
* Assisted in hiring for math, special education, and counselor positions
* Compiled comprehensive data on outstanding credits for approximately 200 students
* Developed Action*: Graduation*, a proactive academic promotion policy
* Supported Senior Leadership Team in development of job descriptions
* Observed school leaders in instructional leadership, management and community outreach
* Facilitated small group reflection and discussion for vision development

# TEACHING EXPERIENCE

PARKER CHARTER SCHOOL

Teacher AUG 2008-PRESENT

* Develop writing assessment philosophy that includes performance based portfolio to accompany student through end of elementary school
* Collaborated with teacher team to plan and implement a series of parent workshops
* Co-facilitate professional development for faculty on components of Everyday Math curriculum
* Collaborated on Polk Brothers Fund-UIC Prairie Group Project, a professional development initiative designed to evaluate teachers’ self-reflection of teaching practices
* Participate in group interviews toward the hiring of three new teachers
* Facilitate the development of student leadership through new student council and Spanish Clubs

PARKER CHARTER SCHOOL AUG 2005-2008

Kindergarten and First Grade Classroom Teacher

* Demonstrate above or at grade level reading ability for at least 90 percent of students for three years
* Apply English as a Second Language, cooperative learning, and differentiated instruction strategies
* View and reflect upon curriculum, instruction, and assessment from a lens of policy and social justice
* Integrate native languages, cultural experiences and country studies into social studies curriculum
* Collaborate with colleagues through peer mentorship and school-based professional development
* Implement thematic units using backward design model
* Participate in monthly Family Social events such as Reading Night, Math Night, and Curriculum Night

EISENHOWER ACADEMY AUG 2004-JUN 2005

First Grade Classroom Teacher

* Modified curriculum to support learning of special needs students
* Taught math using self-designed lessons on numbers and numeration concepts
* Taught character education, art, and fine motor skills through cross-curricular unit
* Team taught a unit on the prairie culminating in an extended field trip to Morton Arboretum

MILLIKIN SPECIALIZED EDUCATION SERVICES NOV 2004-MAY 2005

After School Program Teacher – Grades 1 through 3

* Provided individual instruction to special needs students in areas of reading and math
* Provided one-on-one assistance on lessons in all subject areas to students in kindergarten
* Administered spelling tests and assisted in instruction of beginning paragraph writing
* Evaluated students on a weekly basis using formal and informal assessment tools

# PHILANTHROPIC AND BUSINESS EXPERIENCE

MAYA OUTREACH MISSION, NEW DELHI, INDIA JUN 2006-AUG 2006

* Traveled to 20 rural towns in 30 days by train and bus to learn about rural development, practice Hinduism and to see historical and religious sites
* Reside in ashrams, or pure places of spiritual worship
* Study philosophical texts of Hinduism and participate in Indian cultural and traditional activities
* Volunteered at Asha community center in which tutored physically and mentally challenged children

# RECOGNITIONS AND AWARDS

THE ARTHUR LEE FUND 2010-PRESENT

Study Group Award Recipient

* + Purchase books for classroom library with $800-award.
  + Participate in school-based literacy study group.
  + Participate in professional development for drama in reading, writing in math, guided reading strategies, art in the content areas and general literacy coaching.
  + Implement sustained silent reading time and read aloud sessions to students daily

Chicago Public Schools Summer Fellows Recipient JUN-AUG 2003

# PROFESSIONAL AFFLIATIONS

Association for Supervision and Curriculum Development Illinois Principals Association (IPA)

Illinois Association of School Administrators (IASA) National Education Association

# PROFESSIONAL SKILLS

Skilled in Microsoft Office Suite, In-Design, Photoshop, Dreamweaver Fluent in Spanish

