

SAMPLE 1 – Leadership Resume

ANTONIO EDWARD MORALES

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SUMMARY OF QUALIFICATIONS

- Curriculum Development
- Instructional Coaching
- Professional Development
- Recruitment and Hiring
- Strategic Planning
- Community Engagement
- Data-Driven Instruction
- 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 AFFILIATIONS

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

