**SAMPLE 2 – Leadership Resume**

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# SUMMARY OF QUALIFICATIONS

* Curriculum Development
* Instructional Leadership & Coaching
* Departmental Supervision
* Recruitment & Hiring
* Community Engagement
* Rigorous, Data‐Driven Instruction

# EDUCATION

* Master of Arts in Education

DePaul University, Chicago, IL (GPA ‐ 3.91 / 4.0) **July 2010**

* Bachelor of Arts – History (w/ Highest Honors),

DePaul University, Chicago, IL (GPA ‐ 3.88 / 4.0) **June 2002**

# LICENSURE

* Professional Educator License (PEL)
  + General Administrative, kindergarten through grade 12
  + U.S. History and World History, senior HS – Grade 9‐grade 12
  + Social Sciences, middle school – grade 6 through grade 8

## SCHOOL LEADERSHIP EXPERIENCE August 2008 ‐ Present

**Early College STEM Site Team,** Harris High School, Chicago, IL.

* Selected to help collaborate on developing school‐wide curriculum and course sequences for new Early College STEM designation.
* Led team responsible for developing the new Humanities pathway of study
* Collaborated to develop a new school mission and common instructional framework.
* Led professional development to inform and engage the full staff on the efforts of the site team.
* Attended Local School Council and Parent Action Committee meetings to talk to parents and community members about the development and implementation of the EC STEM school model.

## Instructional Leadership Team

* Participated in performance management data meetings with network officials to analyze school data that led to a number of initiatives:
* Examined school‐wide data on attendance and developed a variety of programs that increased overall attendance by 30%
* Led instructional rounds to identify best practices for increasing student engagement levels and then shared finding with full staff.
* Participated in research of grading methodologies to determine ways to improve student investment in their educational goals.

## Social Studies Department Chair

* Liaison with administration to evaluate departmental plans and concerns.
* Create agendas and established meeting protocols that maximized department collaboration time.
* Led re‐organization of the social studies department into course teams that meet regularly and use data to inform instruction
* Led professional development on the Performance Management data meeting format as prescribed by Chicago Public Schools.
* Supervised the creation of curriculum aligned to Common Core Standards and that utilized the principals of Project‐Based Learning.
* Led selection and interview process for selecting new department team members.
* Worked with other departments to implement shared writing rubrics and coursework realignment.
* Maintain social studies department budget & manage all textbook & technology requisitions.

## Educational Leadership Practicum

* Planned and implemented a sophomore induction event for first year Early College STEM students.
* Developed a parent‐shadowing program that enables parents to follow their student from class to class for a partial day.
* Attended professional development on the use of Student Information Management (SIM) system and worked to program a sophomore‐level class of roughly 450 students.
* Supervised the reorganization of student and business records room according to the policies and procedures outline by the Chicago Public Schools’ Legal Department.

**TEACHING EXPERIENCE** ‐ *Harris High School, Chicago, IL* **August 2005 – Present Social Studies Teacher & Mock Trial Coach**

* Classes taught: A.P. World History, Law, Humanities, World Studies, Contemporary U.S. History, Art, & Sculpture
* Collaborated with the Franklin School of Journalism and School of Education & Social Policy at University of Chicago to implement a semester‐long Civics Media project that had students research and produce documentaries on immigration issues impacting their communities.
* Utilize the online course management website, Canvas, to increase student interaction and learning beyond scheduled class time.
* Taught students who read below grade‐level who achieved an average 49% passing rate over the past four years on the AP World History exam.
* Successfully managed multiple team & individual winners in the annual City‐Wide Mock Trial Competition sponsored by the Chicago Council of Law‐Related Education and Chicago Bar Association
* Participated in numerous co‐teaching situations for students with diverse learning needs.
* Selected to attend an AP World History College Board‐sponsored professional development at Jin University in Japan in the summer of 2012.

# HONORS

* Awarded two grants for producing school plays from the Polk Brothers Family Foundation (2007 & 2008)
* Phi Alpha Theta, National History Honor Society (Phi‐Delta Chapter, DePaul University)
* Certificate of Outstanding Performance by the Faculty of the History Department, DePaul University

