

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

