

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

SAMPLE 2 – Leadership Resume

Josefina Grace Smith

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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

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