

ELEMENTARY SCHOOL PRINCIPAL

Offering 10 years of Achievement in Developing Productive Student-Focused Environments to Maximize Learning Experiences

Dedicated, resourceful education professional with proven ability to: create and monitor policies and practices that promote a safe learning environment; ensure a school culture that encourages continuous improvements for teachers and students; develop an environment that encourages open communication with colleagues, students, and the community; and mentor educators in the creation and implementation of class instruction, lesson plans, and student assessment in conjunction with state learning regulations. Detailed educational knowledge and core skills include:

Student-Centered Instruction / Program Development / Parental & Community Involvement
Attendance and Grade Reports / Individual Education Plans / Curriculum Development and Implementation / Extracurricular Involvement / Training & Development / Budgeting and Forecasting
Team-Building / Educational Administration / Classroom Management / Instructional Programming

"Judith, the dedication, energy, and positive leadership you have shown during your 10-year tender as Principal is something the school system hopes to find in all educators. Unfortunately it doesn't happen - you are an exception. You are an inspiration to the staff, community, and students. I commend and appreciate your outstanding contribution to education."

Allan Reid, Superintendent, South Eastern School District

EDUCATION

M.S. Elementary Education, Queens College, Flushing, NY, GPA - 4.0
Advanced Graduate Study in Educational Administration, Vermillion, SD

PROFESSIONAL EXPERIENCE

SOUTH EASTERN SCHOOL DISTRICT, Lake Eric, OH **1992 - Present**
Principal - ABC Middle School

Plan, control, and direct the overall activities for elementary school with 500 students and 33 faculty members. Scope of position includes: staff recruitment, development, and evaluation; fiscal management; record and administration organization and maintenance; student discipline; program initiatives; team-building; shared decision-making; school values promotion; advisory council coordination; and creation of a safe, respectful, and fair environment.

- **Increased student attendance by 10%** by restoring student-faculty relationship.
- **Reduced student discipline rate by 8%** by implementing student discipline program.
- **Increased students' reading at grade level by 20%** by implementing "home reading" program.
- **Authored and published book** entitled, "Open Parent, Staff, and Student Relationships Equal Results."

Professional Experience - continued

- Stretched curriculum development function in all academic subjects to boost the quality of education.
- Formed major private retail partnerships and enlisted parent volunteers to implement the first "breakfast program" in the State of Ohio, which increased students' learning and focus.
- **Created and led textbook review committee** - reviewed, selected, and purchased modern learning resources.
- Secured funding to implement new speech program, which dramatically improved students' ability to communicate.
- **Created "tutor program"** so students had "peer resources" available.
- **Applied for and received \$150,000** library renovation grant.
- **Introduced computer technology initiative** and identified age-appropriate software to broaden curriculum objectives.

NORTH EASTERN SCHOOL DISTRICT, Lake Eric, OH **1988 - 1990**
Teacher - Primary (K - 3), Middle (4 - 8)

- Modified curriculum for special needs students to promote a positive classroom experience.
- Designed "Read and Listen to Help Program," which increased academic development and confidence in challenged students.
- Brought 10 children from below grade level to two grades above in mathematics by creating innovative, fun learning methods.
- Appointed by Principal as "Mentor Teacher" to assist new teachers.

PROFESSIONAL DEVELOPMENT

Classroom Management	Literature Development	Dimensions of Learning
Leadership Skills	Discipline Management	Team-Building Techniques
Curriculum—21 st Century	Special Needs Education	Motivation - Make it Work
Kinetic Learning	Delegation Control	Student-Centered Learning

COMPUTER SKILLS

MS-Access, Microsoft Windows, Excel, and Word, Internet, Email

COMMUNITY INVOLVEMENT

Member, Rotary Club of Somewhere, OH - 1 year
Treasurer, MS Society, Somewhere, OH - 2 years
Tutor, English as a Second Language, Somewhere, OH - 10 years
P.A.L., Reading to Children, Somewhere, OH - 4 years
Lunch Committee, Men's Shelter, Somewhere, OH - 2 years
Elderly Assistant, Help an elderly couple to appointments and provide companionship, Somewhere, OH - 1 year