

OBJECTIVE

To work collaboratively with all school stakeholders in an administrative role while maintaining the greatest possible learning environment for all students by fostering a positive school culture and a safe and secure setting using sound communication skills and a team-oriented approach

ADMINISTRATIVE EXPERIENCE

Internship (Principal / Asst. Principal 9-12), Foxborough Regional Charter School (Sept. – Dec., 2006)

- Conducted performance evaluations and observations of teachers
- Served as mentor for incoming teachers assisting with classroom management and curriculum design
- Created and supervised one of the largest fundraising endeavors in school history in the form of Annual Golf Tournament with all proceeds used for scholarships and facilities upgrades
- Consistently demonstrated effective leadership skills and supportive communication strategies in working with local business, parent groups, trustees, and media outlets.
- Refined system of documentation for purchase order requests and fiscal recording procedures
- Expansive MCAS data analysis and strategic planning to address areas of need and improvement
- Comprehensive research for professional development offerings
- Assisted in interview process for coaching vacancy
- Applied numerous technological programs for information management
- Recipient of comprehensive training in regard to school law and due process

TEACHING EXPERIENCE

Foxborough Regional Charter School (July, 2004 – Present)

- Finalist for Principal / Upper School Coordinator position (2005)
- Appointed to Programs Committee for school expansion and renovation (2006)
- Appointed to Enrollment Committee (2005)
- Facilitator of MCAS enrichment program and examinations
- Assisted in designing and restructuring History Department curriculum pathway for grades 7-12
- Coordinated and supervised Junior / Senior Prom
- Extensive participation in several IEP and 504 Plan meetings
- Extensive independent curriculum design projects for several elective course offerings
- Appointed lead teacher for facilitation and design of Advanced Placement European History
- Assistant Head Coach for both Boys' and Girls' Basketball teams
- Developed and supervised several after school programs

Norwood Senior High School (July, 2001 – July, 2004)

- Elected member of School Council
- Nominated for Teacher of the Year on two occasions (2003 and 2004)
- Organized and supervised educational tour to Rome, Florence, and Venice for 14 students
- Appointed Assistant Head Coach for Varsity Baseball Team and won League Championship
- Served as Cooperating Teacher and supervisor for student-teacher from Boston College

LICENSURE

Massachusetts Department of Education, #371306

- Principal / Assistant Principal grades 9-12 (December, 2006, processing)
- History Teacher grades 5-9 and 9-12 (August, 2001-present)

EDUCATION

Bridgewater State College: L.E.A.D. Principal Licensure Program (December, 2006)

- Cumulative Grade Point Average of 4.0
- Course work: Personnel Functions of Public Schools, Fiscal Aspects of School Administration, Systems Planning, Concepts in School Law, and Strategies for Effective Leadership

Simmons College: Master's Degree in Teaching Secondary Education (October, 2003)

- Cumulative Grade Point Average of 3.8

Bridgewater State College: Bachelor's Degree in History (May, 2001)

- Dean's List status over several semesters

PROFESSIONAL MEMBERSHIPS

- Massachusetts Secondary School Administrators' Association (MSSAA)
- American Council for International Studies (ACIS)
- The Facing History Institute
- Teachers as Scholars (Voluntary Professional Development Agency)

RELEVANT EXPERIENCE AND VOLUNTEERISM

Align to Achieve, Inc. Curriculum Agency (July, 2004 – November, 2005)

- Aligned social studies / history benchmarks from several state curriculum frameworks to a nationwide database for the purpose of assisting publishing companies creating textbooks

Norwood Babe Ruth Baseball League (1995 – 1999 and 2001 – 2002)

- Won four league titles in seven years

SPECIAL SKILLS

Computer Technology, Arts, and Language

- Able to converse in Spanish
- Proficient in all Microsoft applications
- Oil painting and Calligraphy