

Robert J. Mendes
314 Howland Road
East Greenwich, RI 02818-2641
October 16, 2006

I am interested in a position as an Assistant Principal or Principal or similar position at the high school, junior high school, or middle school level.

I believe my experience as Assistant Principal at King Philip Regional High School and as Substitute Principal and Substitute Assistant Principal at Holbrook Junior-Senior High School, combined with administrative experience in career services and adult education, provide me with a background conducive to this position. This experience, combined with my 20 years as a Social Studies teacher and coach in the Taunton Public Schools augment the skills necessary for high school administration.

I have completed all 12 courses for my C.A.G.S. in the Educational Leadership Program at Bridgewater State College. I am certified as Principal/Assistant Principal (5-9), (9-12), and have chaired NEASC Social Studies, Instructional Media, and Co-Curricular Evaluation Teams.

My duties, skills, and experience directly relevant to this position include student discipline, curriculum, staff and budget development, staff evaluation, MCAS planning and programs, supervision of instruction as a Cooperating Teacher, scheduling, team building, school to work, conflict resolution, customer service, continuous quality improvement, and community outreach.

I believe that Dr. Richard Robbat, Superintendent of Schools for the King Philip Regional School District, would offer direct commentary about my previous administrative role, as well as my work ethic and loyalty. He can be reached at (508) 520-7991

It is paramount to provide a collaborative and challenging, as well as a safe and secure learning environment for our school. Such an atmosphere will enable us, as educators to assist each student, faculty member, and staff member to reach his or her full potential. I believe that I possess a unique set of skills, interests, and abilities combined with experience and enthusiasm as an administrator and educator to provide such an environment and to assist in leading your school into the future.

I am willing and able to relocate and look forward to making a meaningful contribution as a school administrator over the next eight to ten years. The enclosed resume will provide additional information on my credentials and accomplishments. Additional references and reference letters will be furnished upon request. I appreciate your consideration. I may be contacted at (401) 884-4515 or (774) 454-6216.

Sincerely,

Robert J. Mendes

ROBERT J. MENDES
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(401) 884-4515 Cell: (774) 454-6216
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OBJECTIVE: Position as an Assistant Principal or Principal or similar position at the high school, junior high school, or middle school level.

SUMMARY: Licensed (5-9), (9-12) Principal, Assistant Principal. Professional administrator and educator with extensive administrative, and over 20 years classroom experience. Skilled leader, manager and negotiator experienced in staff, curriculum, and budget development, character building, team building, scheduling, evaluation, school to work, conflict resolution, continuous quality improvement, customer service, and community outreach. Committed to providing a positive team atmosphere and lifelong learning environment for students and staff through collaboration, mutual respect, empathy, and a sense of humor.

ADMINISTRATION / EDUCATION EXPERIENCE:

- ◆ Counseled K-P H.S., Grade 9-12 (1000+ of 1167) students in resolving personal, academic, and behavioral problems.
- ◆ Assisted teachers and students with problems between them regarding classroom discipline.
- ◆ Provided 100% coverage for absent teachers under restriction allowing only 1 substitute for every 2 regular teachers absent. Rearranged duty schedules daily for this purpose, and to cover for teachers in IEP, 504, and other meetings.
- ◆ Implemented and directed new, \$90.00/ semester parking program for Seniors and Juniors amid school construction project.
- ◆ Identified at-risk students, collaborated with faculty, counselors, parents and community agencies to assist these students.
- ◆ Created and put into practice an on-line disciplinary report and response system, expedited discipline referrals.
- ◆ Developed and implemented strategies for students in jeopardy, as member of Student-Faculty Assistance Team (SAT).
- ◆ Collaborated with community officials on school safety at monthly District Attorney's Round Table (DART) meetings.
- ◆ Observed and evaluated faculty and staff on a regular basis.
- ◆ Reviewed resumes, selected, interviewed and hired candidates for administrative, teaching, coaching, and staff positions.
- ◆ Supervised 4 period lunch duty and coverage, personally, on a daily basis.
- ◆ Developed and implemented a consequence-based program to address tardiness and attendance issues.
- ◆ Scheduled and monitored MCAS Remediation Program, MCAS Tests, and MCAS Retests
- ◆ Worked on budget and monitored purchases and delivery.
- ◆ Developed co-existent, dissimilar master schedules for junior high school and senior high school.
- ◆ Created Holbrook Public Schools Safety Procedures PowerPoint presentation.
- ◆ Rewrote sections of the student and parent handbook, the faculty handbook, and school crisis / safety procedures.
- ◆ Collaborated in the writing of ten PowerPoint presentations for orientation of students, faculty, and parents.
- ◆ Taught U. S. History and World History at the high school level for 18 years, and taught seventh grade for two years.
- ◆ Evaluated Social Studies, Instructional Media and Extra-Curricular programs for Taunton High School Self-Evaluation.
- ◆ Chaired Taunton High School Social Studies Revision Committee on U. S. History, World History, and Civics.
- ◆ Chaired NEASC Social Studies, Instructional Media and Extra-Curricular Evaluation Teams, supervising staffs of six.
- ◆ Directed Massachusetts Student Government Day and U. S. Senate Youth programs.
- ◆ Created, and secured funding grants for, media curriculum in grades 7-12 (U. S. History, World History, Civics, Geography).
- ◆ Chaired Taunton High School Discipline Code Development Committee.
- ◆ Selected for Taunton Public Schools Administrative Internship Program.
- ◆ Increased student and community involvement in educational and athletic programs by organizing parent groups.
- ◆ Organized and developed highly successful fundraising programs and events with student, parent, and community groups.
- ◆ Coached nine championship and/or tournament-qualifying teams in 11 years.

King Philip Regional High School	Assistant Principal (1167students)	2004 - 2005
Holbrook Junior-Senior High School	Substitute Principal / Assistant Principal (675 students)	October, 2003 - May, 2004
Holbrook Junior-Senior High School	Practicum (600+hours) - High School Principalship	July 28 - December 12, 2003
Substitute Teaching (Gr. K-12)	Cohasset, Norwell, Plymouth, and Scituate Public Schools	2005 - Present
	Holbrook, Norwell, Scituate Public Schools	2001 - 2004
	Middleboro, Norton, Seekonk, Swansea, West Bridgewater Public Schools	1990 - 1992
Taunton Public Schools		1965 - 1985
Taunton High School	Social Studies Teacher, Basketball Coach	1967 - 1985
Walker School	Seventh Grade Teacher, Baseball Coach	1966 - 1967
Cohannet School	Seventh Grade Teacher, Baseball Coach	1965 - 1966

New England Association of Schools and Colleges Visiting Committee - Evaluation Team for Accreditation

Madison Park Magnet High School, Roxbury, MA	1979
Woburn Senior High School, Woburn, MA	1977

ADMINISTRATION / MANAGEMENT EXPERIENCE:

- ◆ Created, developed, implemented multimedia “**Light a Spark...Spark a Life**” **Summer Jobs for Youth Program** as part of the Governor’s Summer Jobs Initiative; placing 541 youths within 2 ½ months, an increase of 516 over the previous year.
- ◆ Expanded participation from 600 to over 4,000 youths and adults as Commissioner of Amateur Softball Association (A.S.A.) in Southeastern Massachusetts and Cape Cod.
- ◆ Arbitrated disputes, as Commissioner of A. S. A., negotiated contracts, managed budgets, purchasing and scheduling.
- ◆ Led, managed, recruited, trained, motivated, and evaluated staff of 40 professionals in management and sales.
- ◆ Mentored team members in building their own management teams, resulted in promotions to upper management, tripling sales.
- ◆ Created and implemented 12-week training program for groups of 40-100 in licensing, sales, management, and compliance.
- ◆ Collaborated with staff, utilizing focus groups, surveys and interviews to develop workshops, satisfying customer needs.
- ◆ Developed and facilitated “**Job Search Skills for Today**” module of workshops, contributing to over 90% re-employment.
- ◆ Counseled and coached students and senior level professionals in career transition.
- ◆ Received National “Outstanding Leadership” award as well as 14 other awards for individual and staff performance.

Jack Conway & Company, Inc. Realtors - **Realtor, Broker, Notary Public** 2002 - 2004; 2005 - Present
DeWolfe Realtors - **Realtor, Broker, Notary Public** 2001 - 2002
Clark University College of Professional and Continuing Education -**Career Services Manager** 1999 - 2001
Metro South/West Employment & Training Administration 1992 - 1999
Metro South/West Career Center - **Career Development Counselor; Curriculum Developer; Trainer/Facilitator** 1992 - 1999
Coordinator, Governor’s Summer Jobs Challenge Initiative 1992
Mendes Financial Services - **Principal** (Registered Principal, Registered Securities Representative, Insurance Broker) 1985 - 1991
Amateur Softball Association of America - **Commissioner, Southeastern Massachusetts & Cape Cod** 1972 - 1979
Taunton Softball Association - **Director** 1970 - 1977

EDUCATION:

Massachusetts Education License # 64325: June 1, 1999 - June 17, 2009

Principal/Assistant Principal (9-12)	History (9-12)	Social Studies (9-12)
Principal/Assistant Principal (5-9)	History (5-9)	Social Studies (5-9)

Bridgewater State College, Bridgewater, MA - (All Courses Completed ~ 3.9 GPA), Candidate C.A.G.S., Ed. Leadership 2006

Bridgewater State College, Bridgewater, MA - M. Ed. 1976

Bridgewater State College, Bridgewater, MA - B.S. Ed. 1965

PROFESSIONAL ORGANIZATIONS:

Massachusetts Secondary School Administrators’ Association	
Massachusetts Teachers Association (Life Member) MA	Past Commissioner Amateur Softball Association S.E.
National Education Association (Life Member)	Massachusetts Baseball Umpires Association
Bridgewater State College Alumni Association	S.E. Massachusetts Baseball Umpires Association
Career Development and Marketing Association (founder) Officials,	International Association of Approved Basketball
Career Counselors Consortium	Board 30 (Past Member)