

Beverly B.

555 Union Street
Brooklyn, NY 55555

E-mail: dontryit@schools.nyc.gov
School: (718) 555-5555

Phone: (718) 555-5555
Fax: (917) 555-5555

Award-Winning Administrator

- ◆ 30 years progressive teaching and administrative experience with a focus on maintaining academic quality while integrating arts into all major curriculum areas.
- ◆ **Designed, originated, and established P.S. XXX, the first charter elementary school in District XX.**
- ◆ Effective leader as demonstrated by school receiving NYS Education Department's **"High Performance/Gap Closing School Award"**, NYS Alliance for Arts Education's **"Creative Ticket Award"**, and being nominated for **"National School Change Award"**.
- ◆ High interest in teaching and exposing inner city children to the arts as cultural developer and **writer for New York City Opera and Metropolitan Opera.**
- ◆ Creative and driven administrator serving as **mentor for Emerging Principal's Leadership Program.**
- ◆ **Awarded** Brooklyn Borough President's Award, New York State's **Dr. Rhoda Jacobs Award**, and The Mayor's Award for **Arts and Culture.**

PROFESSIONAL EXPERIENCE

Founding Principal School of the Performing Arts, District XX Brooklyn, NY June 1998 – Present
Handle all administrative duties including setting school budget, purchasing NYSTL textbook purchases, hiring, managing, and training personnel, managing student and **planning and supervising curriculum development for math and science programs**, coordinating school-wide assemblies. Observe and assess teachers, while supervising daily classroom program for all teachers to enable teachers to teach children in classrooms with different learning abilities.

➤SELECTED ADMINISTRATIVE RESPONSIBILITIES

- ◆ Develop and **allocate school budget** for staff maintenance, curriculum materials, art programs, and other school-wide expenses for 1 school.
- ◆ Piloted Right to Read Program for students and balanced literacy as **one out of four schools nationally.**
- ◆ Under effective leadership school selected to join Department of Education's **Collaborative Community of Excellence** and News Channel 4 **WeatherNet Station.**
- ◆ Improved standards and set school as NYS Education Department's **High Performance/Gap Closing School Award** and national nomination for **National School Change Award.**
- ◆ Co-supervise Special Education to provide remediation and extra preparation for all students to meet state standards.
- ◆ Administer school-wide implementation of Teacher's College "Reading and Writing Initiative", Early Childhood Curriculum program and FOSS Science Core Curriculum program.
- ◆ Oversee the implementation of Community Schools/ School-wide Projects extended day program.
- ◆ **Choreograph** for over 100 fourth and fifth grade children.

➤ARTS INTEGRATION

- ◆ Integrate and supervise **100 arts-in-Residency programs for 850 students** within 35 classes for grades k through 5.
- ◆ Co-wrote and received funding in the Schools' Artful Learning grant, Early Childhood grant, and Long Term grant.
- ◆ Planned and implemented Project A.R.T.S. program providing an arts experience for all classrooms and earning The New York State Alliance for Arts Education's **Creative Ticket Award.**

- ◆ Co-wrote and received “Midori and Friends” grant and won, making P.S. XXX the **only Brooklyn school to win** for 1998-1999.

Assistant Principal Public School XXX Brooklyn, NY August 1989-June 1998
 Supervised grades three, four, five, cluster, and resource teachers. Managed grade three and four teachers for XXX classes housed at P.S. XXX Annex. Spearheaded implementation of SCIS and CIMS programs. Trained teachers in the Assertive Discipline and Making Connections approaches to teaching. Provided training of third, fourth, and fifth grade curriculum to new teachers. Coordinated third, fourth and fifth grade assemblies and Field Day. Planned and coordinated fifth grade graduation ceremonies. Organized bulletin boards. Coordinated staff development for third and fourth grade teachers.

◆ **Selected Accomplishments**

- ◆ Developed and Supervised “Readers are Leaders” program leading to improved reading scores.
- ◆ Created new programs for the Community Schools After School program and the **School Safety Plan for District XX**.
- ◆ Obtained literature-based reading program with writing component for grades 3 to 5.
- ◆ Co-created 5-class Mini-School in Performance Arts to address kindergarten through first grade.
- ◆ Responsible for school becoming one in five to receive a “concert” award for writing “Midori and Friends” foundation grant.
- ◆ Planned Project A.R.T.S. program for 1997-1998 school year which provided an arts experience for 53 out of 61 classrooms.
- ◆ Revived and organized grade 4 club and the fourth grade assembly program.
- ◆ Helped school regain its status with the general education school program.
- ◆ Assisted in establishing relationship with the New York Chamber Music Society Program.
- ◆ Liaison between third and fourth grade teachers and the Adelman Institute to promote better relations between parents and teachers.
- ◆ Directed fourth and fifth grade choir of 100 students.

Assistant in Charge of Public School XXX Brooklyn, NY August 1989-June 1992

- ◆ Liaison between administration and the new building.
- ◆ Supervised special projects, supplies, student discipline matters, and Teacher’s Choice purchases.
- ◆ Coordinated fifth grade articulation, Community Schools Program, and teacher workshops and conferences.
- ◆ Trained and provided fifth grade curriculum to newly appointed teachers.
- ◆ Led 100 to 100 students in the fourth grade chorus.

Assistant in Charge of School XXX Brooklyn, NY January 1989-June 1989

- ◆ Supervised and coordinated fifth grade articulation and NYSTL textbook purchases.
- ◆ Produced monthly newsletters for parents.
- ◆ Scheduled and coordinated monthly faculty and grade conferences.
- ◆ Assigned and coordinated out-of-classroom teachers for various duties including morning line-up and lunch.

EDUCATION

Ed. D, Education and Supervision, St. John’s University, Jamaica, N.Y. (2008)

Professional Diploma, Administration and Supervision, City College, New York, N.Y. (1989)

M.A., Music Education, Teacher’s College at Columbia University, New York, N.Y.

B.S., Elementary Education, Adelphi University, Garden City, N.Y.

LICENSURES

New York State Certification: Supervision and Administration in Schools

New York City License: Principal in Day Elementary Schools

New York City License: Assistant Principal in Day Elementary, Intermediate Junior High School

AWARDS

The Mayor's Award for Arts and Culture, 2007

New York State Assemblywoman Rhoda Jacobs Award for Contribution to Community

Brooklyn Borough president Citation for Contribution to Education and the Arts, 2007

Founded School recipient of:

Nominated for National School Change Award, 2007

New York State Department of Education's High Performance/Gap Closing School Award, 2007

New York State Alliance for Arts Education Creative Ties Award, 2007

CURRICULUM DEVELOPMENT AND PUBLICATIONS

New York City Opera's "Opera is Elementary" and "Opera with a Twist" curriculum

Metropolitan Opera's "Children Create Opera" curriculum development

MEMBERSHIP AND ASSOCIATIONS

New York City Opera's Advisory Committee, 2007

School-wide Projects Committee, member

Cohort II of the New York Talks Leadership program, participant

Summer 2002 Chancellor's Leadership Cohort, member

Chancellor's Cohort Doctoral program with Columbia University, participant

AWS News Channel 4 Westchester Station, member

NYS Dept. of Education's Supervisory Committee of Schools, school member

Teacher's College "Reading Initiative" school member

District 22 Writing Process Network, school member

COMMITTEES, GRANTS AND ACCEPTANCES

Studio in the Classroom: Successful Learning

Studio in the Classroom: Early Childhood Education

Studio in the Classroom: Grade 4-5

Midori and Friends (School for the Performing Arts, Brooklyn for 1998-1999)

Project A.R.T.S. Grant

VHS -1 Save the Music Grant - \$10,000 in musical instruments

School Based Management

Library Power