

Emmanuel L.

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HIGHLIGHT OF QUALIFICATIONS

- ♦ Over 20 years experience as an elementary, secondary, and post-secondary educator and administrator while maintaining New York and New Jersey Bar Certification.
- ♦ *Designated as one of twenty-five national educators to conduct curriculum mapping* for a consortium of private elementary and secondary schools.
- ♦ Collaboratively *wrote and received over \$700,000 in grant monies* to fund town-wide efforts in integrating art and technology within the classroom.
- ♦ *Lead panelist* at Queens College for educational policy issue conference.
- ♦ *One of fifteen principals awarded Columbia University's Cahn Ally Award* for showing high aptitude of leadership and improving parental involvement.
- ♦ As administrator, *successfully elevated annual standardized test scores by 12-15% in Math and 9% in Science.*

CORE COMPETENCIES

- ♦ Academic Administration
- ♦ Grant Writing and Fiscal Management
- ♦ Curricula and Program Development
- ♦ Art and Technology Integration
- ♦ Data Analysis
- ♦ Alignment of Curriculum to State Standards
- ♦ Parental Involvement
- ♦ International Law Policies
- ♦ Performance Improvement
- ♦ Community Collaboration

EDUCATION

SAS and SDA, Baruch College, New York, NY, 2005-2006

Juris Doctor, St. John's University, School of Law, Jamaica, NY, 1999

Master's Degree in Curriculum and Instruction, Atlantic Community College, South Lancaster, MA, 1993

Bachelor of Science in Mathematics, Yeshiva College, New York, NY, 1987

ADMINISTRATIVE EXPERIENCE

Principal, Grades 6 -8, 2006 to Present

— Springfield Gardens, New York

Collaborate with Administrative Cabinet and faculty to develop and maintain curriculum standards and create mission statement. ♦ Manage \$6 million budget to determine allocations of funds for staff, supplies and equipment, and authorized purchases. ♦ Evaluate curricula, teaching methods and programs to determine their effectiveness, efficiency, and utilization, and to ensure that school activities comply with federal, state, and local regulations.

Key Accomplishments:

- ◆ Restructured junior high school to accommodate same-grade academies resulting in an increase in teacher collaboration and efficiency of curriculum planning.
- ◆ **Instituted weekly departmental meetings of data analysis** to evaluate students' academic and behavioral needs, reassess programs, and develop curriculum.
- ◆ **Created blog, school website, and weekly newsletter** to engage and encourage students, staff, and parents.
- ◆ Utilize creative solutions to **raise PTA attendance from 10 parents to 50 parents**.
- ◆ Instrumental in **annually raising standardized test scores and implementing arts and technology education while staying within budgetary restraints** – saved \$100,000 with registered vendors, receiving technology donations from local community organizations and increasing art instruction with over \$700,000 in grants.

Aspiring Principal Intern, 2005 to 2006

[Redacted] - Jamaica, New York

- ◆ Observed teaching methods and examined lesson plans to determine areas for improvement in curricula and teaching techniques, and to determine areas where additional resources were needed.
- ◆ Convinced principal to purchase and implement additional technological equipment to enhance student engagement.
- ◆ Collaborated with guidance counselor to advise on mapping core and elective sequence.
- ◆ Conferred with Assistant Principals in resolving disciplinary differences and conflict mediation.
- ◆ Communicated school's policies to administrators, parents, and students at weekly Muster Assemblies and monthly PTA meetings to improve the school's tone and climate.

PROFESSIONAL EXPERIENCE

Adjunct Professor, School Administration and Supervision Department, 2008 to Present

[Redacted], New York

- ◆ **Teach** *Education and School Finance* in Graduate Leadership Program.
- ◆ **Prepare and present lecture and panel discussions** on topics relevant to school leaders, such as "Teacher Evaluation Process" and "Effects of Testing on Student Learning".
- ◆ Receive feedback from Department Supervisors and students each semester.

Attorney, 2001 to 2005

LUBIN & T. LOUIS P.C. – Floral Park, New York

- ◆ Executed legal and consulting for local law firm.
- ◆ Litigated family and residential law cases.

- ◆ Drafted and negotiated residential and commercial real estate contracts and divorce settlements.

Program Chairperson and Math Teacher, Grades 9-12, 1995 to 2005

HUMANITIES AND ARTS MAGNET H.S. – Cambria Heights, New York

- ◆ Conferred with principal to coordinate student and teacher programs.
- ◆ Instrumental in managing programs to allow for implementation of I.E.A. and greater selection of elective choices.
- ◆ Instructed math students in grades 9 through 12.

Facilities Manager and Diversity Trainer, 1996 to 2005

ASSOCIATION FOR THE HELP OF RETARDED CHILDREN – Brookville, New York

- ◆ Managed 5 apartment complexes housing 60 developmentally disabled individuals.
- ◆ Developed and implemented diversity training for 100 employees.

Mathematics Teacher, Grades 9-12, 1993 to 1995

GREATER NEW YORK ACADEMY – Woodside, New York

- ◆ Implemented the workshop model in algebra while providing mathematics instruction to high school students.
- ◆ Coordinated and advised student clubs and activities, including the Math Team.

Elementary School Teacher, Grades 1-5, 1990 to 1993

HEBRON SEVEN ACADEMY – Brooklyn, NY

- ◆ Developed and implemented and modified grade curriculum for ESL students utilizing French bilingual skills.
- ◆ Utilized art exposure to mentor at-risk students.

Elementary School Teacher, Grades 5 & 6, 1987 to 1990

THE ACADEMY – Brooklyn, NY

- ◆ Developed and taught fifth through grade curriculum in all academic areas.

PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS

New York State S.D.S. and S.D.A. Certifications

National Association of Secondary School Principals

New York State Bar Association

New Jersey Bar Association

New York State Certification in 7-12 Mathematics Education

GRANT WRITING

SASI New York Times Foundation, 2008

- ◆ Awarded 1 of 15 Department of Education grants for arts implementation through the Center for Arts Education.
- ◆ Provided \$150,000 to implement art residencies through City in the School, Performing Arts, Museum in the School, Lincoln Center Theatre, and Metropolitan Chamber Ensemble Department for sixth to eighth grade students.

ITeachI Learn, 2008

- ◆ Granted monies to purchase three additional computer labs and purchase academic software for each lab.

Sports and Arts Foundation, 2008

- ◆ Allotted \$225,000 to develop and maintain afterschool activities.

PAN

Teacher Observations, Queens College, 2008

Pro and Con Effects of Student Learning, Queens College, 2008

Budgeting for the Arts in Times of Economic Hardship, Center for Arts Education, 2008

RESUME - CURRICULUM

Leadership Academy, Howard University, College of Liberal Arts, 2004

Curriculum Management, College, Washington, DC, 2001

Implementing Workshop Model in the Algebra Classroom, Maryland, 1999

COMMUNITY ACTIVITIES AND OFFICES

Executive Director - QSCAN, 2006 - Present

Responsible for fundraising, administrative, and elevating awareness of Sickle Cell disease.

Voluntary Seminar Speaker, 2001 - 2004

Collaborated with professionals to conduct financial and legal seminars in community organizations throughout New York City.

Voluntary Coordinator and ESL Educator in Brooklyn and Queens, 1991-1996

Planned and provided ESL instruction within community organizations in Brooklyn and Queens.