

Ima Principal

Ima.Principal@uni.edu

Work Address

1234 56th Avenue
Any Town, Iowa 50000
(555) 222-2222 ext. 222

Home Address

987 65th Place
My Home, Iowa 50000
(555) 456-7891

Professional Objective (OPTIONAL)

To obtain an administrative position that will utilize my abilities in communications, public relations, collaboration, technology, curriculum and instruction, and supportive leadership which will result in a positive learning environment ensuring the involvement and success for all stakeholders.

Education

Advanced Studies Degree / Certificate, University of Northern Iowa, Cedar Falls, Iowa May 2017
• Educational Administration, PK-12 Principal

Bachelor of Arts, Elementary Education, University of Northern Iowa, Cedar Falls, IA May 2005
• Early Childhood Specialization
• Reading Specialization

Professional Endorsements: State of Iowa

- 189: PK-12 principal and PK-12 supervisor of special education
- 102: Teacher--elementary classroom
- 103: Teacher prekindergarten – kindergarten
- 148 & 149: Reading K-8 & 5-12

Professional Education Positions

Northern Community School District, Up North, IA 2010-Present
• Second Grade Teacher 2005-2006
• First Grade Teacher 2001-2005
• Early Childhood Special Education Teacher 2000-2001
• Kindergarten Reading Teacher 2000-2001

Down South Community School District, Down South, IA 2005-2010
• First Grade Teacher 1999-2000

Professional Organizations

- Northeast Education Association
- Iowa Education Association
- National Education Association

Leadership and Professional Experiences

Leadership Team Member

- Facilitated staff development meetings
- Helped develop district's staff development plan based on data from standardized testing
- Participated in Area Education Agency Teacher Advisory Committee Meetings

Professional Learning Community Committee Chair

- Developed agendas for each committee meeting
- Monitored discussions to stay on track
- Completed district required forms for committee

Character Cadre Chair

- Developed yearly goals for committee and agendas for each committee meeting
- Monitored committee projects and completed district progress reports

Safety Committee Chair

- Helped guide direction of committee work on revision of the district's crisis plan

Leadership and Professional Experiences (continued)

Evaluation Committee Chair

- Recorded notes of meetings and provided notes and handouts to committee members
- Helped develop new evaluation system for the district

Public Relations Officer for Northern Education Association

- Created and published the association newsletter

Hiring Committee Member

- Wrote job posting, prepared interview questions and forms, and assisted in interviewing process for open teaching positions in general education and special education

Science Curriculum Committee Member

- Participated in aligning science curriculum and selecting new science curriculum material

Vision Committee Member

- Analyzed staff survey results and presented findings to the staff
- Helped create a plan to address the school's top needs and participated in implementation

Scheduling Committee Member

- Analyzed staff priorities concerning scheduling needs and developed specials schedule

Mentor

- Mentored a first-year teacher for two years and a second-year teacher for one year
- Supervised a student teacher

Manager of Resources

- Wrote a Hewlett-Packard Technology for Teaching Grant, Kids in Need Grant, and a Toshiba Technology Grant
- Developed the elementary school budget and monitored spending

School Board Meeting Attendee

- Attended school board meetings regularly
- Presented to the board on curriculum changes and staff development

Public Speaker

- Presented a Handwriting Without Tears presentation to the School Board
- Presented to K-6 Staff about information learned from Best Practices Study Group
- Presented to K-12 Staff about Individual Career Development Plans

Life Long Learner

- Attended workshops that included: 8-Step Process, Handwriting Without Tears, Mastering Math Facts, Prepare Training, Pathwise Mentor Program, Character Counts, Second Step, Olweus Bullying Prevention Program, ePortfolio, Foss Science Kits, Steps Toward a Better Playground, and Emergency Response and Crisis Team Management
- Created and facilitated a Guided Reading Study Group and a Best Practices Study Group

Honors/Awards/Activities

Anything you want to add here that will tell the reader something about you beyond education.

References for

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987 65th Place
My Home, Iowa 52039
(555) 456-7891

Reference pages are really a stand-alone document and are not a part of the resume. They are often separated from the resume when handled by hiring teams and should have your contact information on them.

- Top Dog, Superintendent
Northern Community School District
Up North, Iowa 50000
big_gal/guy@northern.k12.ia.us
Work – (555) 555-5555 EXT.555
Home – (555) 555-5555
- Master Teacher, Elementary Principal and Curriculum Director
Northern Community School District
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Master_Teacher@northern.k12.ia.us
Work - (555) 555-5555
Home – (555) 555-5555
- Dr. Somebody, Education Administration Program Coordinator
University of Northern Iowa
Cedar Falls, Iowa 50614-0614
david.else@uni.edu
Work - (555) 555-5555
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- Awesome Joe Colleague, Middle School/High School Principal
Northeast Community School District
Up North, Iowa 50000
joe_colleague@northern.k12.ia.us
Work - (555) 555-5555
Home – (555) 555-5555
- Trusted Professional, Elementary Counselor
Northern Community School District
Up North, Iowa 52750
Trusted_Professional@northern.k12.ia.us
Work - (555) 555-5555
Home – (555) 555-5555
- Professional Who Knows, Special Education Coordinator and Junior High Counselor
Any Community School District
Any Town, IL 40000
Person_Who_Knows@aledo.mercer.k12.il.us
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