
Principal ~ Academician ~ Director (Education)

13+ years' rich experience in creating a positive learning environment and making a difference in student's lives.

Seasoned and astute professional with extensive teaching experience and high caliber in creating innovative techniques to teach. Demonstrated capability of understanding the psychology of children and communicate accordingly. Recognized for innovation in program development, instruction and administration to meet the needs of a broad range of students. Rich knowledge of trends, issues, and customer needs for the K-12 education field with professional development strategies. Core strengths in individually and collectively conceptualize and develop content for the education market.

Deft in creatively developing and administer quality leadership programming for highly talented secondary students and overall outreach initiatives to the K-12 population. Visionary innovator who excels in developing new programs in education. Skilled in managing multiple projects simultaneously adhering to tight deadlines. Student-centered communicator who is adept at cultivating and maintaining productive relationships with all constituencies. Key competencies in content, curriculum, product development, assessment, objective, and lesson writing. An academics oriented competent and highly organized individual, committed to professional development and acquisition of continual knowledge.

High level of initiative in curriculum related as well as extra-curricular areas, developing student-centered, congenial learning techniques to instill enthusiasm in students with emphasis on value education to foster their development to their utmost potential. Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines. Suave and pragmatic with excellent interpersonal and communication skills; competent to work in highly diverse environments with people from varied backgrounds; popular team worker with leadership traits. Effective communicator, writer, administrator and student adviser. Founding administrator of an alternative school.

PROFESSIONAL VALUE OFFERED

Class Management	School Administration	Curriculum Development	Training & Development
Counseling	Entrepreneurship Development	Admission & Examination	Co-curricular Activities
Teaching/MIS	Discipline & Time Management	Student Assessment	Laboratory Operations
Staff Management	Cross-functional Coordination	Warden Functionalities	Analytical skills

PERFORMANCE MILESTONES

- Successfully participated Community school conference in Pennsylvania. Devised effective strategies for transforming the school into a community school. Significantly contributed in the development of programs and products from conceptualization through delivery, developed budgets and managed appropriate stakeholders.....
 - Nominated as 'Founding Coordinator' for the Interim Education Program. Introduced the concept of creating classes for the students and began educating them while they were out on suspension from their regular school for Grade 6-12. Wrote proposal to expand program in consultation with Director of Pupil services. Recognized as the 'Standards of Learning trainer' for teachers. Designed & developed incentive program for student achievement. Selected as 'Standards Coordinator' for Focus School and also as the Fourth Grade Social Studies 'Curriculum Writer' for Summer School. Titled as 'Leader' in data based decision making and used such data to drive leadership and to monitor progress and performance and enhance student outcomes and school wide performance results. Played pivotal role as leading member of textbook adoption committee. Pioneer in creating and implementing Research and Study skills course.....
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CAREER PROGRESSION

Assistant Principal, [REDACTED]

- Accountable for identifying the needs of a school and resolving the problems through needs assessments.
- Drove the initiative to create staff, parent, community surveys to assess the needs of school.
- Interface & coordinate a community school rally to get parents and community on board.
- Actively involved in program development of existing outreach programs.
- Instrumental in collaborating on communication, marketing and recruitment associated with these outreach efforts.
- Judiciously acting as a 'Counselor' to the students, advising them for their professional and personal developments along while resolving & counseling them on their grievances/issues.
- Introduced the concept of MIS reporting to update the Management on regular basis.

Administrative Coordinator of the Interim Education Program, [REDACTED]

- Mentored the team to integrate web-based assessment software into Instruction.
- Efficiently liaison with outside agencies i.e. National Urban League and Alexandria Community Services Board.
- Meticulously handled student and educator inquiries, and promote programs.
- Solely responsible for applying, implementing, and ensuring the use of exemplary academic and instructional criteria within the design of current and future education products.
- Geared the activities to regularly make Instructional Rounds to identify a problem of practice, observe, debrief and focus on next level of work and make systematic improvements.
- Responsible for working collaboratively with others to streamline and maximize content development and impact across products and the Program Development Work Group.

Summer School Principal, [REDACTED]

- Assumed responsibility for hiring, imparting training and evaluating staff.
- Developed plan to ensure effective and quick resolutions of conflicts.
- Drove the efforts for encouraging students to learn with incentives on a daily basis.
- Pioneer in creating professional developments to drive implementation of rigorous standards based reform by helping teacher implement curriculum and pedagogy to assist all students to meet the standards.

Saturday School Coordinator, [REDACTED]

- Contributed significantly in recruiting community volunteers to assist students each Saturday.
- Regularly interacted with a diverse group of k-12 students on a regular basis.
- Led & guided the team in memorandums of understanding with a focus on learning outcomes, high-impact instructional strategies, and resource management.
- Geared the activities to use research intelligence to validate, prioritize, and hone new product concepts.

Teacher, [REDACTED]

- Accomplished responsibility for teaching Mathematics, Science, History, and Language Arts.
- Developed new and exciting ways to teach students as Grade Level Chairperson.
- Significantly enhanced classroom learning environment and acting as a facilitator to promote student leadership in initiating and creating positive learning opportunities.

PAST EXPERIENCE

Assistant Manager, [REDACTED]

Sales Associate, [REDACTED]

EDUCATION

- M.Ed. – Education Leadership, [REDACTED]
 - Certification, Virginia Collegiate Professional, Early Childhood Education K-4, [REDACTED]
 - Bachelors of Science – Home Economics and Business, Virginia State University – 1993
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References and verifying documentation furnished upon request