

JANE SMITH, Ed.D.

1234 Main Street • Anywhere, PA 12345
(555) 555-5555 • jane.smith@123.com

Educational Visionary of over 15 years, promoting higher learning for all age groups.

**K-12 Educator | College Professor | Assistant Principal
Consultant & Development Coach**

Resourceful Doctor of Education with expertise administering professional development workshops for teachers and administrators that drive success within classrooms and school operations. Mentors educators in the creation and implementation of class instruction, lesson plans, and student assessment in conjunction with state learning regulations. High success rate of teachers and administrators improving school and classroom functions, student/ parent relationships, and environments that encourage continuous improvement.

CORE COMPETENCIES

~ Mentoring & Tutoring, Setting School Schedules, Parental & Community Involvement ~ Student-Centered Instruction, Curriculum Development & Implementation, Classroom Management ~ Instructional Programming, School Technology, Grant Writing, Brainstorming ~

EDUCATION

Doctor of Education in Policy, Planning, and Administration, 2019
WEST CHESTER UNIVERSITY, West Chester, PA

Dissertation Title: Reflective Practices and Their Restorative Effects on Student Teachers

Master of Education in Educational Leadership, 2006
Certification, Superintendent, Principal (K-12)
UNIVERSITY OF MARYLAND, College Park, Maryland

Bachelor of Arts in English with Teacher Certification, 2000
UNIVERSITY OF MARYLAND, College Park, Maryland

CAREER HISTORY

U.S. Department of Education, Philadelphia, PA

Assistant Program Director for S.M.A.R.T (Student Mentoring Achievement & Reform Transitions Healthy Start Charter School)

2015 – Present

- Direct mentoring program for low-achieving 3rd to 6th grade students to help students increase grades and self-esteem with a 75-85% success rate.

Cabrini College, Radnor, PA

Adjunct Professor, Clinical Supervisor

2014 – Present

- Teach undergraduate and graduate courses at Cabrini College, serving as Clinical Supervisor for student teachers.
- Assist students with challenges with student teacher experience during visitation at school sites.
- Provide additional support to student teachers, interns, and other professors within the department.

COURSES INSTRUCTED

Undergraduate

- Human Growth & Development
- Diversity, Pedagogy, and Social Change
- Educational Psychology

Graduate

- Development & Psychological Foundations of Education

Coordinator for School of Education Distance Education Programs

2013 – Present

- Assisted with recruiting qualified instructors for distance education courses and collaborated with department chair to coordinate, organize, and advise distance education graduate students for the School of Education. Instrumental within the committee for oral presentation and review of student portfolios.
- Oversaw the intake of applications, serving as liaison between the students and School of Education graduate office.
- Planned effective ways to monitor and keep up with the distance education students' progress throughout their tenure to include taking Comprehensive Exam.
- Coordinated recruitment for students, assigned course offerings according to the program, and conducted follow-up meetings with prospective and newly admitted students.
- Traveled to specified counties to conduct group meetings for advising, scheduling, registration, and completing graduation forms.
- Maintained regular communication and coordination with the Department Chair's designee.
- Worked with the Pennsylvania Model Teacher Consortium in offering and scheduling courses for distance education.

Prince George's County School District, Forestville Military Academy, Forestville, MD

Principal

2008 – 2013

- Managed daily operations of school during absence of principal. Conducted formal and informal observations of instructional personnel, in-service training sessions for faculty, and conferences with parents and students. Assisted instructional specialist with curriculum assessment, development, and scheduling. Administered consequences for discipline referrals.
- Handled parent and teacher concerns regarding student discipline, educational and social issues, and attendance.
- Represented school at long-term suspensions and expulsion hearings.
- Implemented a ninth-grade orientation for one week.
- Worked with Parent Booster's Club to administer information to parents and community about educational program.
- Performed formal and informal teacher observations.
- Provided leadership to a staff of approximately 50 teachers and paraprofessionals.

Other Leadership Roles:

- Chairperson of School, Planning, and Management Team (SPMT), School Instructional Team (S.I.T.), and the Multidisciplinary Team (M.D.T.).
- Ninth grade administrator during the first year of ninth-grader integration, assisting Commandant with implementation of day-to-day operations.
- Served on the Academic Board & Disciplinary Board.

College of Southern Maryland, La Plata, MD

Adjunct Professor

2008 – 2012

- Instructed Child Health, Safety, and Nutrition to students in the field of Childcare or Education.

Prince George's County School District, Andrew Jackson Middle School, Prince George's County, MD

Assistant Principal

2006 – 2008

- Enforced student code of conduct, discipline, attendance, and student orientation.
- Coordinated grade level and pupil personnel worker for students.
- Performed formal and informal teacher observations.
- Supervised hallway and lunchroom and inside/ outside of building during morning and afternoon.
- Accepted and reviewed applications from teachers for compensatory emoluments and applications for the federal lunch program.
- Managed afterschool activities, school programs, athletic events, and other activities.

Classroom Teacher

2000 – 2006

- Instructed 9th – 12th grade students in English writing and literature.

PROFESSIONAL DEVELOPMENT EXPERIENCE

Prince George's County School District, Andrew Jackson Middle School | Forestville Military Academy

Professional Development Workshop Instructor

2010 – 2013

- Stimulated faculty, staff, educators, and administrators to resolve a variety of issues hindering growth in classroom settings and school operations by launching new systems and procedures to drive the success of improved grades, behavior, and workflow.
- Consulted with other administrators to determine needs and structure workshop based on areas in need of improvement.
- Conducted and directed workshops, enabling teachers and administrators to brainstorm areas lacking and provide them with solutions to fill in the gaps.
- Devised plans and proposed new processes according to experience and extensive research from professionals, texts, and various resources.
- Achieved up to 95% success rate when teachers and administrators implemented techniques.

GRANT WRITING

Grant Writer: Submitted proposal to The College of Southern Maryland – General Administration: E-Learning and Online Initiatives for \$60,000.00 (Funded) May 30, 2009.

Grant Reviewer/ Scorer: National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce: read, reviewed, and scored grants for the NOAA Chesapeake Bay Office, October 2007 & 2008.

CONFERENCES, WORKSHOPS

- Teacher Education Council of State College and Universities Conference, 2013, 2017
- American Association of Adjunct Education Conference, 2014, 2016.
- National Education Association National Leadership Summit, 2012.
- National Conference, US Department of Education Office of Safe and Drug-Free Schools, The Power of AB Change Gaylord, MD, 2012.
- Association for Supervision and Curriculum Development (ASCD) Conference, Chicago, IL, 2012.
- NCATE Accreditation Readiness Workshop, North Carolina Central University, 2012.
- PA Model Teacher Education Consortium – Instructional Institute for Lateral Entry & Inexperienced Teachers, 2011.
- Kagan 22nd Annual Summer Academy; Cooperative Learning: Structures for Active Engagement, July 2011.
- Program Development Dr. Jacqueline Jordan Irvine, "Black-White Test Score Gap," College of Southern Maryland, 2010.
- Principal's Executive Program – Leadership Conference for School Administrators, Prince George's County, Maryland, 2009.
- Beginning and Advanced Grant Writing Workshop, College of Southern Maryland, 2008.
- Regional III Leadership Conference, Prince George's County, Maryland, 2008.
- Superintendent's Roundtable, Prince George's County, Maryland, 2006.
- National Council of Teachers of English Conference, New Orleans, LA, 2002.

COMMITTEE MEMBERSHIPS

- Member, School of Education Graduate School Council, Cabrini College, 2013 – present.
- Member, School of Education, University-School Partnership Committee (USTEP), Cabrini College, 2013 – present.
- Member, School of Education Professional Development Committee, Cabrini College, 2013 – present.
- Chairperson, School Planning Management Team (SPMT), Forestville Military Academy, Prince George's County, Maryland, 2009 - 2013.
- Member, School Improvement Team (SIT), Prince George's County, Maryland, 2006 – 2013.
- Chairperson, School Instructional Team, Forestville Military Academy, Prince George's County, Maryland, 2007 – 2009.
- Member, Region III Instructional Audit Team, Prince George's County, Maryland, 2006 – 2009.
- Coordinator, High School That Works (HSTW) and the Challenge Grant, Forestville Military Academy, Prince George's County, Maryland, 2006 – 2008.

- Chairperson, Multidisciplinary Team (M.D.T.), Forestville Military Academy, Prince George's County, Maryland, 2006 – 2008.

TECHNOLOGY TRAINING

Microsoft Sway, 2018
iBooks Author App, 2017
Apple Certified Teacher since 2016
Google Certified Teacher since 2012
SMART boards and Interactive Whiteboards, 2010
Blackboard Training, College of Southern Maryland, 2008
Odyssey Ware Online Curriculum Training, 2008

COMMUNITY SERVICE

- Mentor-Tutor, Healthy Start Academy, 2015 – present.
- President, University of Maryland Alumni Association, 2013 – 2016.
- Member, National Council of Negro Women, 2008 – present.

PROFESSIONAL AFFILIATIONS

- Association for Supervision and Curriculum Development
- Mid-Atlantic Philosophy of Education Society
- National Council of Teachers of English
- National Education Association
- American Association of Adjunct Education