

Howard A. Administrator
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Professional Objective

To use my knowledge, skills, and abilities to serve the students, staff, and community of the Howard County Public School System as a Middle School or High School Assistant Principal.

Education

2001 Masters in Education, McDaniel College
1999 Bachelors of Science, Biology University of Maryland

Certification

Maryland Advanced Professional Certificate (APC) with Endorsements in:
Biology
Chemistry
Admin I

Employment Experience

2012-Present	Biology Teacher/ Instructional Team Leader, Wilde Lake High School, Howard County Public School System
2004-2012	Chemistry Teacher/Instructional Team Leader, Westminster High School, Carroll County Public School System
2001-2004	Life Science Teacher, West Middle School, Carroll County Public School System

Mission, Vision, and Core Values

- Developed and ensured the WLHS Science Department and WHLS vision is aligned with HCPSS Strategic Call to Action
- Communicated department and school vision to staff, parents, and students
- Participated on the WLHS Strategic Planning Committee to develop School Improvement goals

Equity and Cultural Responsiveness

- Participated in Cultural Proficiency I course through the HCPSS Professional Development department
- Member of the HCPSS Diversity and Inclusion Committee

*This template does not include all 10 PSEL Standards. We recommend having activities listed for as many PSEL standards as possible.

Curriculum, Instruction, and Assessment

- Planned curriculum and prepared lessons to meet individual needs of students
- Complete informal observations and classroom walkthroughs of department members to support new staff members
- Participated in curriculum writing with curriculum department during summer development sessions
- Co-chaired curriculum articulation review for Biology content

Community of Care and Support for Students

- Organized an after school program for students struggling in academic class to receive tutoring and additional instruction
- Collaborated with school personnel to organize evening activity nights for students
- Created a job fair with local businesses to help students find jobs

Professional Capacity of School Personnel

- Consulted with parents, administrators, and other teachers to develop and implement IEP plans for Science students
- HCPSS Teacher Recruiter at Towson and UMCP recruiting events
- Attended the National Science Teachers Association conference

Meaningful Engagement of Families & Community

- Developed and designed a student and parent handbook for Advanced Placement courses within the Science department
- Attended the Parent Teacher Organization meetings as the faculty representative
- Assistant Coach for Junior Varsity Softball team
- Acted as Spanish translator at Fall and Spring Parent Teacher Conferences

Operations and Management

- Serve as Science department chair for WLHS and provide leadership to 10 teachers
- Developed, monitored, and implemented the Science department budget to order chemicals, equipment, and materials for instruction
- Coordinated the Science Showcase Night for grades 9-12 at WHS
- Planned and executed building safety drills (fire, lockdown, weather, etc) with the building Assistant Principal

School Improvement

- Co-chair of the WLHS School Improvement Committee
- Analyzed and presented data from student assessments
- Developed and conducted professional development sessions for Science department members