

Maya Principal

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1025 W. Johnson, Madison, WI 53706

OBJECTIVE

Position as an elementary principal using multicultural awareness, supervisory skills, and teaching background. Collaborate with teachers to ensure students are educated in a safe and supportive environment.

EDUCATION

Master of Science in Educational Leadership & Policy Analysis 5/20xx

Emphasis in K-12 Leadership

University of Wisconsin-Madison, Madison, WI

Bachelor of Science in Elementary Education 5/20xx

University of Wisconsin-Madison, Madison, WI

CERTIFICATION

Wisconsin Licenses 20xx-20xx

- Principal
- Early Childhood to Middle Childhood Regular Education

ADMINISTRATIVE EXPERIENCE

Associate Principal 8/20xx-Present

West Middleton Elementary School, Verona, WI

- Supervised teachers and provided feedback to encourage teacher leadership and student achievement
- Presented on best practices for tailoring lessons to culturally diverse classrooms at development day
- Maintained and updated master schedule database for 390 students and 32 staff
- Met with students and parents to address discipline issues and find appropriate solutions
- Planned student registration day to ensure efficient, but welcoming process for all incoming students
- Prepared yearly school profile using statistics about student achievements and enrollment
- Increased attendance by 10% after starting biannual field trip for students with excellent attendance
- Facilitated initiative for high-achieving high school students to provide reading and math tutoring

Administrative Intern 1/20xx-6/20xx

Kennedy Elementary School, Madison, WI

- Created suggestions for choosing new social studies and science textbooks along with committee
- Coordinated parent-teacher evening conference by creating newsletters, promoting event to parents, staffing welcome tables, and providing individual schedules for parents
- Wrote and received national grant to update technology in math classrooms and engage students with interactive math software
- Learned crisis management techniques and district policies for effectively de-escalating situations and prioritizing student safety
- Observed teachers and gave feedback on lessons and classroom management as part of review

TEACHING EXPERIENCE**5th Grade Teacher**

9/20xx-6/20xx

Lake View Elementary School, Madison, WI

- Developed peer mediation program with student endorsed classroom policies to reduce class conflict
- Instructed students in developing clear and organized writing based on the Six Traits Model
- Presented to 10 student teachers on community involvement strategies and engaging parents
- Implemented and adapted national anti-bullying program to promote positive peer relationships

3rd Grade Teacher

9/20xx-5/20xx

Shorewood Elementary School, Madison, WI

- Taught abstract math concepts utilizing problem solving strategies, and cooperative learning
- Created integrated unit on careers using literature circles and field trips to observe professionals
- Planned diversity day with 2 teachers for students to share information about their respective cultures

COMMITTEE INVOLVEMENTSchool Improvement Team, *West Middletown Elementary, Verona, WI*

9/20xx-Present

Textbook Selection Committee, *West Middletown Elementary, Verona, WI*

12/20xx-6/20xx

School Diversity and Equity Task Force, *Madison, WI*

9/20xx-5/20xx

Textbook Selection Committee, *Lake View Elementary School, Madison, WI*

1/20xx-6/20xx

PROFESSIONAL DEVELOPMENTMadison Schools Leadership Conference, *Madison, WI*

8/20xx

Wisconsin Student Assessment System Workshop, *Madison, WI*

4/20xx

National Association of Elementary School Principals

20xx-Present

American Association of School Administrators

20xx-Present

Wisconsin Association of School Personnel Administrators

20xx-Present

Association of Wisconsin School Administrators

20xx-Present

HONORSOutstanding Teacher, *Lake View Elementary School, Madison, WI*

5/20xx

Classroom Innovator, *Madison, WI*

4/20xx

Graduate with Distinction, *School of Education, UW-Madison*

5/20xx

ACCESS MY PORTFOLIO:<http://mayaprincipal.com>

Password: xxxxxxxx

To see examples of the ways I encourage multicultural awareness to drive my practice as an educator and administrator, please click on the 'Diversity' tab on the Start Page of my portfolio.