

Assistant Principal Position

Beliefs

- Start with the strengths and teach to the needs
- To be effective, I need build/ cultivate trust and understand what each individual expects of me
- A big part of the job is to listen to concerns and collaborate on how to overcome those
- I work for them- maintaining a servant mindset is important in this role
- Transparency goes a long way when someone is resistant to change
- Consistent feedback is key- both with students and teachers
- Real change takes time

Skills

- Previously responsible for development and implementation of training adults
- Collaborated with teachers and instructors to create Outdoor Education curriculum guides
- Hired and evaluated a staff base of 120 instructors, counselors and leadership staff
- Fostered a positive and inspirational culture
- Technically savvy and up-to-date with latest classroom technology apps and trends-
Provided remote learning training & instructional videos to guide colleagues during the 2020-2021 school year
- Extensive leadership experience in various educational backdrops
- Creative mindset/ problem solver
- Experienced and successful in grant writing
- Managed a \$500,000 dollar budget
- Participated in annual strategic planning with board members
- Approachable, warm personality- Collaborative by nature
- Recipient of the “Fish” and “Giving Tree” awards

Assistant Principal Responsibilities/ My Related Professional Experience

Assist principal in total operation of program and facility

- 12 years of experience in the camping industry, 3 years in administration
- Well-rounded view of operations and all moving parts. Skilled at managing and adhering to a budget
- Can balance responsibilities in all facets of operations
- Ability to adapt on the fly and keep a poised demeanor in stressful situations
- Fast learner/ intuitive with technology

Assist in the evaluation of faculty, curriculum development, and event supervision

- Created and conducted seasonal evaluations of camp staff
- Interpreted data from camper/parent evaluations to make program decisions as well as interpreted soft and hard data within my classroom to drive instruction
- Experienced in curriculum development in the traditional school classroom and within the outdoor education industry
- Planned and directed large events/ coordination of staff at events

Implement Student Code of Conduct

- Responsible for holding staff accountable to camp's policies and procedures while in an administrative role
- Experienced in student/camper behavior management- focused on positive reinforcement
- Strong ability to de-escalate conflict with students, parents, campers, and staff members

Assist in establishing and maintaining an effective learning environment

- Dependable teacher and director that students/ staff could count on and turn to for guidance and support
- Held in high regard by colleagues, students, and staff that I used to supervise
- Cultivated a positive and safe classroom/ camp culture- Centered around building a generous community
- Relevant experience with planning and implementing staff trainings

Coordinate/assist with the administration of state and/or local assessments

- Extremely strong organizational skills
- Able to implement systems to keep large scale operations organized- examples including the production of yearbook, and the master schedules at camp that took 3 separate camps into account (overnight, partners, and day)
- Able to interpret data and make decisions based on said data

Coordinate/assist with school events such as orientation, honors night and graduation.

- Can plan for many moving parts and think ahead to anticipate possible shortcomings to get ahead of them before they happen
- Coordinated a successful three days of yearbook distribution
- Warm and welcoming personality
- Creative thinker/ eye for detail