

Tara Okun

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EMPLOYMENT

Long Branch High School, Long Branch, New Jersey, August 2008 - Present

English Teacher, August 2008 - Present

- Maintains an environment that promotes and secures effective teaching and learning, high standards of achievement, and appropriate behavior
- Determines, organizes, implements, and monitors the curriculum and its assessment and ensures that state requirements are met
- Ensures that students develop writing, reading, and analysis skills in order to learn more effectively and with increasing independence and proficiency
- Monitors and evaluates the quality of teaching, learning, and standards of achievement of all students through appropriate methods and differentiates instruction according to data

Head Teacher, September 2016 - Present

- Monitors and evaluates the performance of the school and responds and reports to the administration and supervisors as required
- Facilitates department meetings to promote the continuing professional development of staff
- Collaborates with colleagues to deploy and develop all resources effectively in order to maintain and improve the quality of education provided
- Sets appropriate priorities for expenditure, allocation of funds for supplies, texts, and novels

ESEA Improvement Leader, September 2016 - June 2020, September 2023 - present

- Collaborates with Title I teachers and administrators to provide an intensive, individualized intervention program for students who are performing below grade level
- Develops and composes the schoolwide plan at all grade levels
- Organizes and hosts Title I parent involvement activities

PROFESSIONAL SKILLS

- Unified lessons based on New Jersey State Standards; SAT and AP exam preparation
- Grade level, department, and cross-curriculum collaboration
- Mentoring of new teachers and student teachers
- Student motivation, engagement, and accountability
- Differentiated instruction, student learning teams, extended learning or remediation centers, data-driven instruction
- Educational technology including Classlink, Jamboard, Hyperdocs, Google Sites, Padlet, Nearpod, Canva, Writable, Pear Assessment, Membean, Commonlit, Linkit, Writable, and AP Classroom

EDUCATION

Rutgers University, New Brunswick NJ, Graduated in August 2024. Masters of Education in Administration and Supervision.

Rutgers University, New Brunswick NJ, Graduated in October 2006. Bachelor of Arts in English, Minor in Gender Studies.