

SUSAN WARD
415 Northgate Drive
Milton, Nebraska 69xxx
(555) 999-xxxx
e-mail:

Education

Master of Education in Education Administration
Endorsements: Middle Level Principal, 7-12 Secondary
University of Nebraska-Lincoln

May, 19xx

Bachelor of Science in Education
Endorsements: 7-12 English
University of Nebraska-Lincoln

May, 19xx

Certificate Held: xxxxx

Educational Experience

Assistant Building Principal, Milton Middle School, Milton, Nebraska, 19xx-20xx

- Direct responsibility for grade reporting and attendance
- Responsible for student disciplinary procedures, including parental conferences
- Observed classroom teachers on regular basis

Middle School English Teacher, Milton Middle School, Milton, Nebraska, 19xx-19xx

- Taught English 7 and 8
- Sponsored Creative Writing Club
- Co-coordinated Fine Arts Night for Milton Middle School

High School English Teacher, Juno High School, Juno, Nebraska, 19xx-19xx

- Taught English 10, 11 and 12
- Directed Junior-Senior Class Play
- Sponsored school newspaper
- Sponsored school yearbook

Administrative Skills and Experience

Leadership

- Researched and developed a plan for implementation of an Adviser/Advisee program for Milton Middle School
- Collaborated and implemented a reporting system for mid-term assessments adopted by Milton Middle School