

# **Echioma O. Awesu-Adegoke**

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## **Professional Summary**

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Montessori trained teacher with vast experience in teaching preschoolers and supporting children with special needs

**Experienced Educational Leader and Montessori Directress with over fifteen years of experience in the education industry. Excellent reputation for resolving problems, improving customer retention and satisfaction, and driving overall operational improvements. Consistently saving costs while increasing profits.**

## **Skills**

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- Efficient and effective communicator, oral and written
- Proficiency in the use of technology (Ms. Word, PowerPoint, Excel etc.)
- Proactive leadership
- Team spirit and pastoral care
- Emotionally intelligent
- Outstanding knowledge of Montessori teaching methods
- Administrative skills
- Interpersonal skills
- Leadership skills
- Marketing strategies
- Presentations skills
- Public Speaking skills

# **Echioma O. Awesu-Adegoke**

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- Consultative support
- Student mentor
- Development and training skills
- Ability to work under Pressure
- Member of evaluation teams
- Ability to work without supervision
- Ability to train volunteers
- Crisis management experience

## **Work History**

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**Preschool Principal August 2018 till date:** Greensprings School, Lagos, Anthony Campus, Lagos State

- Oversees the educational programs and developments in Preschool.
- Implements the school Board's Strategic Plan through effective management of school resources.
- Monitors and evaluates the quality of teaching and learning happening in the school, and keeps parents informed of their children's progress.
- Ensures the safety of all the children and adults in my department.
- Responsible for evaluating teacher development and performance following the school teacher evaluation process.
- Prepares weekly report on activities and programs in my department for the Director of Education.
- Present workshops to Preschool parents on topical issues that deal with the growth and development of the child, twice a Term.

## **Echioma O. Awesu-Adegoke**

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- Organizes and delivers in-service teacher trainings and Montessori workshops for teachers
- Works with the accounting department to prepare and defend the yearly budget for Preschool
- Student intake
- Oversees Syllabus and Curriculum development
- Reports to and works directly with the Head of School
- Develop team communications and information for senior management meetings
- Member of interview panels for intake of new staff.
- Supervise teachers in providing excellent customer service to parents requiring assistance for children and classroom issues
- Work with Head of School to resolve Preschool parents' issues, improve operations and provide exceptional customer service to all parents
- Manage quality assurance program including on site evaluations, internal audits and customer surveys
- Negotiate agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance
- Work with parents to understand requirements and provide exceptional service
- Devote special emphasis to punctuality and work to maintain outstanding attendance record.
- Perform all other duties as may be assigned by the school Senior Leadership Team.

**HOD, Learning Support Department, September 2015 – July 2018**

Greensprings School, Lagos, Anthony Campus, Lagos State

- Developing Individualized Education Plans (IEP) for students with different learning needs
- Making referrals to external Educational Psychologist
- Reviewing psycho-educational assessments to make placement and intervention decisions
- Conducting IEP meetings with parents and teachers
- Collaborating with Admissions Office on the admission of students with learning needs
- Managing staff and therapist in the Department
- Interviewing and hiring of staff for the Learning Support Department
- Tracking students' progress in mainstream
- Ensuring the needs of the students in the department are met
- Teaching English language and Educational Therapy
- Developed team communications and information for management meetings.

**Literacy Coordinator/Class Teacher, September 2012 – July 2015**

Greensprings School, Lagos, Anthony Campus, Lagos State

- Assigned story books to year levels

## **Echioma O. Awesu-Adegoke**

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- Coordinated literacy activities in Preschool and implemented management decisions on literacy
- Organized literacy assemblies and spelling bee competitions
- Taught students using Montessori teaching methods
- Managed classroom effectively with the use of positive reinforcement and establishment of clear behaviour rules
- Developed scripts for assembly presentations, portfolio presentations, Mother's Day celebrations and literacy assemblies
- Organized class assemblies and portfolio presentations
- Taught students the art of Public Speaking through portfolio presentations and assembly presentations
- Participated actively in the planning committees for various shows

### **Preschool Class teacher, September 2008 – July 2015**

Greensprings School, Lagos, Anthony Campus, Lagos State

- Taught students using Montessori teaching methods
- Managed classroom effectively with the use of positive reinforcement and establishment of clear behaviour rules
- Setting exam questions
- Giving and grading summative assessment
- Generating end of Pre-school summative report
- Attending to students' individual needs
- Developed scripts for assembly presentations, portfolio presentation and Mother's Day celebrations

## **Echioma O. Awesu-Adegoke**

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- Organized class assemblies and portfolio presentations
- Taught students the art of Public Speaking through portfolio presentations and assembly presentations
- Participated actively in the planning committees for various shows e.g., Christmas Show, National Day celebration, etc.

### **Assistant Preschool teacher, January 2008– July 2008**

Greensprings School, Lagos, Anthony Campus, Lagos State

- Assign learning activities to students
- Assisted the class teacher in managing the classroom
- Assign task to students and grade completed tasks
- Conducted Circle Times with students
- Oversaw welfare of students
- Assessing students' work
- Supervised students during electives

### **Marketing Manager, May 2005 – December 2005**

Acouns Nig. Ltd., Ikoyi Lagos

- Supervised the branch
- Planned and implemented marketing strategies
- Managed junior staff
- Received marketing orders and supplied same

### **Administrative/ Sales Officer, 1998 - 2004**

Watson and Sons Electro-Medical Company. Apapa, Lagos

## Echioma O. Awesu-Adegoke

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- Ensured the smooth running of the office
- Managed sales and clients
- Toured several states for sales and delivery
- Bought and managed staff requisition.

### **Administrative Officer, 1995-1997**

Gani Fawehinmi Chambers and Library, Anthony Village, Lagos

- Assisted the Head of Chamber with administrative tasks
- Ensured the smooth running of the office
- Provided client services

### **Education**

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- **Cambridge International Certificate in Educational Leadership** (2017)
- **Post Graduate Diploma in Education:** Nigerian Teachers' Institute (2015)
- **The College of Modern Montessori,** International Diploma in Montessori Education, (2008)
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- **B.A. Combined (Hons.) English / Linguistics;** University of Jos. (1992)
- **Higher School Certificate:** Methodist Girls' High School, Yaba, Lagos. (1986)
- **West African School Certificate:** Girls' Secondary Grammar School, Gbagada. (1984)

## CERTIFICATIONS AND TRAININGS

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- British Council leadership trainings (online) Leadership Development and Engaging with Leadership, Management and Leadership Styles.
- Thinking Skills Trainings (Thinking Hats, Thinking Frames and Habits of Mind Trainings)
- Child Safeguarding and Protection training GSL CPD and Slum2School
- Working with children and vulnerable adults by Allison
- First Aid Training
- Online training on inclusive leadership by Edx
- British Council Partner Schools Global Network Online courses (2017/2018)
  - Engaging with SEN-gifted and talented learners
  - Understanding Special Education needs
  - Engaging with SEN- Attention Deficit Hyperactivity Disorder
  - Engaging with SEN- Dyslexia
  - Engaging with SEN – Autism Spectrum Disorder
  - Understanding lesson planning
  - Understanding child protection
- **Coursera Certificate in Supporting children with difficulties in reading and writing (2016)**

## Echioma O. Awesu-Adegoke

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- **Oxford Reading Tree Training Workshop Certificate of Attendance** (2015)
- **Certificate of participation in AMSCO Coaching, Mentoring and Counseling Workshop** (2015)
- **Certificate of Completion in Exponential training and Assessment** (2014)
  - Developing self
  - Developing others
  - Managing change
- **Level 2 Award in Speech and Language Support for Under 5s (QCF)** (2014)
- **Certificate of Attendance** Cambridge International Education Conference (2013)
- **Centre for guided Montessori Courses** (2012)
- **Certificate of Participation** at Down Syndrome Foundation Nigeria Seminar (2016)
- **Certificate of Participation** Cambridge International Education Conference, U.K (2013).
- **Certificate in Special Education Needs:** Centre for Guided Montessori Studies.

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## Awards

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- Best Departmental Student Award, 1989/1990 Academic session (University of Jos).

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- Best Departmental Student Award 1990/1991 Academic Session (University of Jos).

### **References**

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References are available on request.