

# NELP Standard 6

## Operations and Management

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During my internship, I took on the responsibility of managing staff sign-ups for athletic event supervision across multiple sports seasons. This involved coordinating coverage for ticketing, concessions, and event supervision—roles that directly impact the safety, organization, and overall success of school events.

Recognizing the complexity and time burden this placed on administrators, I designed and implemented a streamlined sign-up system using structured forms and shared schedules. This system allowed staff to select shifts based on availability and preference, while maintaining an equitable distribution of duties. I monitored staffing needs, addressed last-minute changes, and proactively communicated with staff to confirm coverage ahead of each event.

Beyond logistics, I treated this task as an exercise in personnel leadership and operational efficiency. By removing scheduling bottlenecks and reducing last-minute gaps, I ensured that each event ran smoothly and that staff felt respected and informed. My approach not only improved the event management process, but also supported a stronger culture of shared responsibility across the faculty.

This artifact aligns with NELP Standard 6 because it demonstrates my ability to manage school operations, leverage technology to support scheduling systems, and proactively coordinate human resources. I chose to include it in my portfolio because it reflects how I solve real-time challenges, support school events behind the scenes, and contribute to a well-organized and safe extracurricular program.

