
ADRIAN X. GIBSON

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7th Grade Administrative Assistant | Camp Creek Middle School

Dynamic educational leader with over 12 years of experience in fostering student achievement, enhancing teacher effectiveness, and driving operational excellence. Seeking to contribute as an Assistant Principal by leveraging expertise in instructional leadership, data-driven decision-making, and stakeholder engagement to create a safe, inclusive, and high-performing learning environment.

Core Competencies

Leadership and Operational Management	Positive Behavioral Interventions and Supports Implementation
Data Driven Decision Making	Stakeholder Engagement and Communication
Teacher Mentorship and Professional Development	Technology Integration (Canvas)
Resource Allocation and Title IX Compliance	Conflict Resolution and Performance Management

EXPERIENCE:

Administrative Assistant

Camp Creek Middle School Atlanta, GA

2023-Present

- Achieved a **34% reduction in Office Discipline Referrals (ODRs)**, **48% reduction in Out-of-School Suspensions (OSS)**, and a **99% reduction in In-School Suspensions (ISS)**, contributing to the successful re-establishment of Positive Behavioral Interventions and Supports (PBIS) status.
- Supported academic, disciplinary, and operational procedures for 7th Grade students and teachers, ensuring a smooth daily workflow and fostering a positive learning environment.
- Implemented PBIS with fidelity by collecting and analyzing discipline data for all grade levels, presenting findings to the administrative team monthly to inform strategic interventions.
- Collaborated with the instructional leadership team to ensure data-driven decision-making to address student needs and enhance educational outcomes.
- Served as a key member of the following teams and committees: Back-Up Test Coordinator, Attendance Team, Junior Scheduler, Instructional Admin Team, AVID Site Team, PBIS Administrator, Canvas Champion.

Assistant Athletic Director/Business Education Teacher

Mount Zion High School, Jonesboro GA

2014-2023

- Coordinated all travel arrangements for the athletics department while ensuring equitable facilities and resources for boys' and girls' athletics in compliance with Title IX.
- Mentored and supervised aspiring teachers, providing actionable feedback to enhance instructional practices and boost student engagement.
- Acted as Assistant Principal, managing student discipline, parent engagement, teacher support and evaluation, and coordinating school activities.

EDUCATION

University of West Georgia
Tier I Educational Leadership

Carrollton, GA
Fall 2019-Summer 2020

Georgia Southern University
Master of Education Instructional Technology

Statesboro, GA
2013-2016

Valdosta State University
Bachelor of Science Business Education

Valdosta, GA
2006-2012

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Dear Principal McDaniel,

I am excited to apply for the Assistant Principal position at Camp Creek Middle School. As an educational leader with over 12 years of experience and a proven record of fostering academic excellence, building positive school culture, and leading systems that support instructional effectiveness, I am confident in my ability to make an immediate and lasting impact on your school community.

In my current role as 7th Grade Administrative Assistant at Camp Creek Middle School, I have worked closely with leadership to drive school improvement initiatives. My leadership contributed to a 34% reduction in Office Discipline Referrals, a 48% drop in Out-of-School Suspensions, and a 99% reduction in In-School Suspensions, ultimately helping our school regain PBIS status. These results reflect my commitment to data-informed decision-making and cultivating a climate where students and teachers thrive.

I have deep experience in instructional leadership, team collaboration, and technology integration. I serve on multiple leadership teams including the Instructional Admin Team, AVID Site Team, and PBIS Committee, and I lead Canvas implementation to support teacher effectiveness. My philosophy centers on building systems that empower people, aligning operations with instructional goals, and being a consistent accountability partner to students and staff.

I am inspired by the opportunity to serve a community committed to academic rigor and student development, and I am eager to contribute to that mission as Assistant Principal. I welcome the chance to bring my leadership, commitment, and collaborative mindset to your school. Thank you for considering my application.

Sincerely,

Administrative Assistant
Camp Creek Middle School