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# ADRIAN X. GIBSON

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## 7<sup>th</sup> 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 7<sup>th</sup> 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