

SARAH DOLAN

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EDUCATION

Master of Education (M.E.) Education Administration

Temple University,
Philadelphia, PA
May 2009 - May 2011

Bachelor of Education (B.E.)

Temple University,
Philadelphia, PA
September 2005 - May 2009

KEY SKILLS

- ◆ Educational Leadership
- ◆ Program Management
- ◆ Community Outreach
- ◆ School Administration
- ◆ Change Management

CERTIFICATIONS

- Principal Certification,
State of Pennsylvania,
2011

A Principal with 10+ years of experience building high-quality education programs and inclusive school communities. A strong background in managing interdisciplinary teams and overseeing multimillion-dollar operating budgets. Adept at driving change management initiatives and developing new education strategies to drive student success.

PROFESSIONAL EXPERIENCE

Principal

North Philadelphia High School, Philadelphia, PA | May 2016- Present

- Manage a team of 60 educators, office staff, and school personnel, oversee all aspects of daily operations for a high school with 700+ students, and lead the development and allocation of a \$1.5M operating budget
- Plan and implement community outreach initiatives and school events to foster positive relationships across faculty, students, and parents
- Lead the development and implementation of college prep programs and academic advisory services, resulting in a 30% increase in successful college admissions

Principal

Penncrest High School, Media, PA | September 2011 - May 2016

- Oversaw a team of 45 teachers and personnel and led all aspects of policy development and school administration for an academic institution with 450+ students
- Spearheaded change management efforts to redesign curriculum with a focus on group-based learning and differentiated instruction, resulting in a 10% increase in GPAs
- Coordinated with teachers, students, and parents to ensure adherence to high standards of academic performance, attendance, and behavioral conduct