

# Allison Miller Charalambous

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## Education and Certifications

Standard Supervisor Certification  
Principal Certification of Eligibility

Awarded 2014  
Awarded 2014

**MA in Educational Leadership**  
Montclair University, Montclair, New Jersey  
August 2014

**BS in Secondary Education/English**  
Temple University, Philadelphia, Pennsylvania  
January 1999

Standard Teacher of English Certificate, Grades K-12, New Jersey      Awarded 2009  
Standard Teacher of English Certificate, Grades K-12, Pennsylvania      Awarded 1999

## Leadership Experiences

### **English Department Chair, 2011 – present**

Paterson Charter School for Science and Technology, Paterson, New Jersey

#### ▪ **Curriculum Development and Management**

- Establish lesson plan protocol to assess curriculum alignment and measurability of objectives
- Create department-wide materials to support struggling teachers
- Standardize school-wide use of models, rubrics, and instructional materials
- Provide critical feedback on instructional planning
- Supervise the alignment of English Curricula to Common Core State Standards (CCSS)
- Facilitate curriculum mapping for the English Department
- Design a Strategic Reading and Writing Course to build independent reading fluency
- Create study skills curriculum to increase student ownership of learning and college-readiness

#### ▪ **Teacher Mentorship and Professional Development**

- Create and facilitate staff professional development
- Coach English teachers and model best practices and classroom management to increase rigor and classroom pacing

#### ▪ **Personnel Management**

- Participate in the hiring process and candidate selection
- Interview potential candidates
- Evaluate candidates during demo lessons

#### ▪ **Operations and Budgeting**

- Supervise the English Department budget
- Manage book inventory and ordering

#### ▪ **Assessment and Data Analysis**

- Implement data driven instruction
- Develop lessons to reteach skills based on assessment data
- Design and create CCSS aligned formative assessments

### **Principal Intern, 2014 – present**

Paterson Charter School for Science and Technology, Paterson, New Jersey

#### ▪ **Teacher Evaluation**

- Conduct walk-through and informal visitations
- Conduct Pre and Post conferences
- Conduct observations using various evaluation instruments

#### ▪ **Development and Management**

- Collaborate with school administrative team during weekly needs assessment meetings
- Create standard operating procedures for department head and grade chair positions
- Create schedules for practice test and state testing week

### **Middle States Committee Chair, 2013-present**

Paterson Charter School for Science and Technology, Paterson, New Jersey

- Revise school mission and vision statements
- Write action plans for committee goals
- Analyze survey data and create committee goals
- Collaborate with parent, student, and staff committee members

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## Teaching Experiences

### English Teacher, Eleventh and Eighth grade, 2010 – present

Paterson Charter School for Science and Technology, Paterson, New Jersey

- Awarded the title Master teacher by district
- Lead students in self-analysis and goal setting
- 94% pass rate on HSPA
- Teach inclusion classes
- Support the success of special needs students by developing alternative and modified assessments
- Differentiate classroom instructions and assignments and provide out-of-class support
- Develop remediation and intervention plans to assist students reading below grade-level

### English Teacher, Ninth and Tenth Grade, 2005-2010

North Star Academy College Preparatory High School, Newark, New Jersey

- Developed and taught English curriculum
- Designed a peer tutor program to foster academic independence for students
- Created and implemented Senior Thesis course to increase college-readiness research skills
- Wrote weekly critical reading assessments designed for real-time analysis and reteach
- Advised the yearbook

### English Teacher, Ninth and Twelfth Grade, 1999-2002

Philadelphia School District, Philadelphia, Pennsylvania

- Designed lessons aligned with Language Arts curriculum scope and sequence
- Created rigorous lessons and inquiry-based projects
- Develop remediation and intervention plans to assist students reading below grade-level

## Related Experiences

### Center Director, 2004-2005

Sylvan Learning Center, Emerson, NJ

- Ensured the educational integrity of the Sylvan Learning programs
- Trained and managed the instructional staff
- Contributed to the sales and profitability goals of the center.

### Language Arts Instructional Facilitator, 2002-2004

JHU Talent Development High School (Center for the Social Organization of Schools)

- Designed literacy curriculum to support at-risk students
- Modeled implementation of the curriculum to literacy teachers
- Traveled regionally provide one-on-one coaching and on-going support for literacy teachers
- Organized and led staff professional development sessions.

## Committee Experiences

Block Scheduling Committee

Professional Development Committee

NJASK Activities Committee

School Climate Committee

Mission and Philosophy Committee

Standards Based Grading Committee

## Professional Development Presentations

*Teaching in the Block*

*Data Driven Instruction*

*Teaching Robust Vocabulary*

*Increasing Rigor and Engagement*

*Questioning Techniques*

*Standards Based Grading*

*Creating Ownership Through Study Groups*

*Instruction and Analysis of HSPA Open-Ended Writing*

*Delivering Rigorous Instruction in a Block*

*Common Core State Standards English Language Arts “Look- Fors”*

*“RPM” Objectives*

*HSPA Writing*

*How to Teach the Novel*

*Argument v. Evidence*

*Writing Across the Curriculum*

*Preparing for PARCC*