

Robert L. Best, II

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OBJECTIVE

I am a passionate and dedicated educator seeking a position as elementary school assistant principal in an elementary school that would enable me to contribute a positive school culture, offer hands-on experiences, foster quality instruction through teacher evaluation and collaboration, and guide all students to become positive contributing members of society.

QUALIFICATION/CAREER-RELATED SKILLS

With over 20+ years of experience in education, I have: utilized instructional strategies to help foster achievement; maintained great rapport with parents; participated in training and successfully implemented behavior management skills and social skills training within my classroom; implemented improvement plans for higher achievement; equally delegated responsibilities; recruited and conducted interviews for teachers and tutors; participated in collaborative decision-making; mentoring; organizing; conflict resolution and mediation; oral presentations. I am an accomplished educator with demonstrated ability to teach, motivate, and direct students while maintaining high interest in achievement. I am an articulate communicator who is able to interact with diverse populations at a variety of levels.

EDUCATION

Gwynedd-Mercy College, Gwynedd Valley, PA

2002-2004

Master's of Science in Educational Administration

Education Administration License/Certificate K-12

Eastern College (Eastern University), St. David's, PA

1987-1992

Bachelor of Arts in Elementary Education with a concentration in Christian School

Cum Laude, Who's Who Among American Colleges and Universities

Instructional II Certificate

Central High School, Philadelphia, PA

1983-1987

PROFESIONAL EXPERIENCE

New Media Technology Charter School (NMTCS), Philadelphia, PA

2010-Present

- Served as Assistant Principal and Education Director.
- Provided direction and leadership towards the achievement of the school's mission and vision and its annual goals and objectives.
- Collaborated in the development of curriculum and instructional strategies which are consistent with the educational philosophy and goals of the school.
- Monitored student progress and was assertive in providing the leadership necessary to ensure an optimal learning experience and environment for each student.
- Planned professional development to foster the learning community relating to best educational practices and student-centered learning, student assessment, educational technology.
- Completed and assured accuracy of information submitted on reports to PDE, the School District of Philadelphia, federal program divisions, and other entities requiring academic and other documentation related to the position of Education Director.
- Monitored inventory and ordered necessary educational materials and resources.
- Supported and monitored the work of lead teachers to continuously improve instructional content and delivery.
- Coordinated weekly collaboration sessions for grade teams and content area teams to ensure academic rigor and integrity.

- Facilitated accountability practices and use of student assessment data to monitor and ensure that instructional staff monitors student growth and achievement.
- Provided authentic assessment and evaluation of advisors, instructors, and instructional specialists through use of Charlotte Danielson's framework for the observation and evaluation of teachers.
- Monitored student testing/assessment and compliance with "No Child Left Behind" ("NCLB") regulations. Worked collaboratively with teachers to discuss student work, share best practices, and ensure a rigorous academic program.
- Reviewed and monitored application of PA Standards, National Educational Technology Standards, and the School learning goals in project planning, construction, and presentation.
- Monitored the adherence of the educational program to meet district, federal, and state regulations pertaining to charter schools.
- Worked with school stakeholders, i.e., Involved Parent's Association, Drexel University College of Medicine Pipeline Mentoring Program, to provide incentives for student achievement and bolster staff appreciation.
- Coordinated substitute teacher coverage daily.
- Drafted the NMTCS Teacher Handbook outlining policies and procedures to ensure high quality, rigorous instructional program.
- Drafted the NMTCS Attendance Policy and Procedures Manual. Aligned NMTCS's attendance policy and procedure with the Response to Instruction and Intervention model. Monitored student attendance and facilitated truancy meeting for students that obtained 10 or more illegal absences.

Abington School District, Abington, PA

McKinley Elementary School, Elkins Park, PA Grade Teacher

1997-2010

- Served as a co-facilitator of the V.I.B.E./I.M.A.G.I.N.E. Mentoring Program.
- Taught 3rd, 5th, and 6th grade math, reading, social studies, science, and health.
- Served as an Abington Education Association (AEA) union representative.
- Served as co-coordinator of the McKinley Elementary School Radio Club.
- Served as the coordinator of the McKinley Banner Club.
- Coordinator of the McKinley Safety Patrol.
- Mentored several students considered behaviorally at-risk.
- Served on McKinley's Blue Ribbon Committee.
- Coordinator of the McKinley Cafeteria Committee, the purpose of which was to develop a better system of distributing lunch and managing student behavior during the lunch periods.
- Served on the Opportunities to Learn Committee which sought to increase the number of African-American students in gifted programs.
- Inductee in Abington's Principal Academy.
- Facilitated the Classroom Plus Program to help improve achievement among students who have been identified as Basic or Below Basic in regards to the assessment anchors for reading and mathematics on the PSSA.
- Served on the Reading Committee the purpose of which was to increase reading achievement among students as well as provide incentives for students and parents reading at home.
- Served on McKinley Elementary School's Lesson Plan Committee which sought to improve upon the present lesson plan template.

Ivy Leaf Elementary School, Philadelphia, PA

Teacher

1996-1997

- Taught first grade math and reading.
- Assisted in other activities as needed.

High Street Christian Academy, Philadelphia, PA Teacher

1993-1996

- Taught math, reading, social studies, and science to a combined class of fourth, fifth, and sixth grade students.
- Coordinated the after-school tutoring program.

TECHNOLOGY SKILLS

- (Microsoft) Word, Publisher, PowerPoint, Excel
- Windows XP
- Internet Explorer
- eStrategic Planning- used to report State documents to Pennsylvania Department of Education
- PowerSchool- used to track and monitor grading and student progress. Attended PowerSchool Academy for training.
- ScholarChip- used to track student attendance
- Proficient in use of Promethium Boards

VOLUNTEER

New Covenant Church of Philadelphia

Diaconate Ministry (Deacon)

NETCARE Leader- community service group leader

Music and Arts Ministry for New Covenant Church of Philadelphia

PROFESSIONAL CERTIFICATES

Instructional II

PA Induction

Principal's Certification

REFERENCES

Supplied upon request