Moises Rivera

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**EDUCATION**

Wilkes University, Wilkes Barre, Pa

**Principal Certification** **December 2010**

Grade Point Average: 4.0

Principal K-12 Certification

Wilkes University, Wilkes Barre Pa

**Master in Education in Educational Leadership December 2010**

GPA 4.0

Eastern University, Radnor Pa

**Bachelor of Arts in Elementary Education** **May 2000**

Minor in Early Childhood Education

GPA 2.75

Elementary Certification

**ADMINISTRATIVE EXPERIENCE**

Assistant Principal, K-5

Reading School District, Reading, PA

January 2011 to present

* Supervise professional and support staff in the use and implementation of instructional programs; serve as a instructional resource to instructional coaches, teachers, and paraprofessionals
* Analyze student data to identify student strengths and weaknesses; use data to work with teachers and instructional coaches in creating effective and individualized lessons to ensure student success
* Observe teachers and recommend opportunities for improving the quality of classroom instruction
* Facilitate implementation of *Reading Street* and *My Sidewalks* reading series
* Plan and schedule all aspects of the PSSA’s including proctor schedules, building incentives, and supplies
* Serve as building LEA for special education
* Provide in-service training for professional strategies and district initiatives
* Assist in budget preparation, Title I activities, and building discipline
* Assist with creating and implementing a school improvement plan under the Pennsylvania Department of Education guidelines and criteria
* Facilitate grade level data meetings
* Interact with parent and community members regarding student and/or school initiatives
* Established and maintained a positive working environment for all professional and support staff members

**TEACHING EXPERIENCE**

**6th Grade Math Teacher,** August 2008 to December 2010

**Fifth Grade Teacher**,August 2003 to August 2008

**ELA 1st though 5th Language Arts Teacher,** November 2002 to August 2003

Reading School District, Reading, PA

* Taught Integrated Language Arts, Guided Reading and Writing Workshop, Math, Social Studies, Science, and Handwriting to a class of 25 + students
* Implemented various and effective management techniques
* Engaged students in a stimulating standards based environment that emphasized use of creativity and the multiple intelligences
* Meet diverse needs through one-on-one and differentiated instruction

**Extended Day Teacher (Tutor)**

13th and Green Elementary School

November 2003 to June 2008

* Plan and coordinate one-on-one remedial Reading, Writing, and Math assistance for students at various grade levels.

**EXTENDED ACTIVITIES WITH YOUTH**

* Sports Club, November 2002 to June 2008

**PROFESSIONAL ACTIVITIES**

* School Improvement Planning Committee, 13th and Green Elementary School and Riverside Elementary School
* Awards and Ceremonies Co-Chairperson, 13th and Green Elementary School, August 2004 to August 2008
* Parent-Teacher Organization, Co-chair, March 2004 to November 2006
* Crisis Management Team, Riverside Elementary School
* S.A.P Team Member, Riverside Elementary School
* Successmaker Coordinator, Riverside Elementary School
* Summer School Coordinator, Riverside Elementary School