

Beijing, China
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MEREDITH PHINNEY

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MIDDLE SCHOOL PRINCIPAL

ACADEMIC LEADER | STUDENT ADVOCATE | CREATIVE VISIONARY | LIFELONG LEARNER

Leading and teaching from the heart.

A student-centered educational leader with 20+ years of experience in co-education and single gender Canadian and international schools, I am focused on building welcoming, inclusive learning environments, improving student engagement, and optimizing institutional performance as a leader. I incorporate inquiry-based learning to generate curiosity, initiate engagement, and encourage critical thinking. I work collaboratively to support the school mission; examine curricula to maximize student engagement, knowledge, and potential; and observe performance to inspire and empower faculty. Empathetic and adaptable, I believe in building strong student connections while leveraging pedagogical approaches to challenge pupils and enrich their knowledge.

AREAS OF EXPERTISE

Academic Leadership | Student Needs Assessment | Course & Curriculum Design | Policy Development
Classroom Management | Student Engagement | Technology Integration | Student & Parent Communication
International Baccalaureate (IB) Middle Year Program (MYP) | Faculty Relations | Hiring & Retention | Budgets
Performance Management | Team Leadership | Interdisciplinary Unit (IDU) Planning | Process Improvement

ADMINISTRATIVE AND TEACHING EXPERIENCE

Keystone Academy | Beijing, China

2017 to Present

HEAD OF MIDDLE SCHOOL (2021 to Present)

ASSISTANT HEAD OF MIDDLE SCHOOL (2018- 2020)

Promoted to oversee middle school activities that included 615 middle school students (1,600 total) and 146 teachers throughout middle and high school. Functioned as Interim Head of Middle School in 2020. Partner with fellow educators and faculty to achieve educational goals. Lead in overseeing staff and the curriculum. Participate in strategic decision-making regarding curricula to ensure student-centered program. Manage a budget for Middle School that includes professional growth.

- **Strengthened teacher and student performance by advising and partnering with educators** to effectively facilitate curriculum/program plans, in addition to providing guidance on parent communication/training regarding various aspects of curriculum.
- **Played integral role in establishing sound academic structure** by developing or co-creating numerous policies and procedures, Communication-teacher to parent, Distance Learning; recognized as go-to source for inquiries or issues due to tenure (working for school for 5 out of its 8 years).
- **Provided steadfast educational leadership** throughout COVID-19 pandemic, supporting teachers, students, and parents alike to maintain effective, compassionate learning environment. Delivered teacher training on distance learning practices.
- **Established open-door policy to promote student transparency and engagement.** Contributed to implementing student-centered schedule; introduced more physical education and outdoor time.
- **Optimized distance learning practices.** Created and implemented our distance learning policies and procedures.

Keystone Academy (continued)

ASSISTANT HEAD OF MIDDLE SCHOOL, MYP CURRICULUM COORDINATOR & ENGLISH TEACHER (2017 to 2020)

Oversaw MYP curriculum and programme functions. Taught MYP Language Acquisition and Literature for Grades 8 and 9 (phases 3, 5 and 6), as well as two DP- English-Language B classes. Assisted in designing units of inquiry and learning experiences as lead teacher.

- **Optimized distant learning practices, improved student and parent engagement, and bolstered creativity within classrooms by coordinating schoolwide events**, including Virtual Distance Learning Night, Back to School Night (600+ students & parents), Parent Education Night, and Keystone Academy Teacher Symposium.
- **Played integral role in expanding MYP from 1 to 4 Interdisciplinary Units (IDU).**
- **Recognized for instilling positive, energetic, and engaging** atmosphere to classroom and learning environments.

SEV American Collegiate Institute | Izmir, Turkey

2015 to 2017

ENGLISH TEACHER (DP ENGLISH B YEAR 1, ENGLISH ADVANCED PREP.)

- **Provided English instruction** to nearly 50 students. Partnered with faculty team to design creative learning experiences and units, as well as built curriculum.
- **Selected and introduced engaging reading materials**; facilitated productive, respectful, and thought-provoking debates/discussions.
- **Developed and facilitated challenging and stimulating program** for advanced students, which highlighted and strengthened their abilities.

ADDITIONAL TEACHING EXPERIENCE

American Collegiate Institute, Izmir, Turkey: ENGLISH- DP TEACHER (GRADES 9, 11)	2015 to 2017
Fern Hill School, Burlington & Oakville, Ontario: LANGUAGE ARTS SPECIALIST (Grades 3, 6, 7, 8)	2011 to 2015
The Australian School of Saigon, Saigon, Vietnam: ENGLISH HEAD/ MYP TEACHER (Grades 6, 8, 10)	2010 to 2011
The Glenelg School of Abu Dhabi, Abu Dhabi, UAE: ENGLISH TEACHER (Grades 7, 8, 10)	2009 to 2010
Raha International School, Abu Dhabi, UAE: MYP L&L, HUMANITIES TEACHER (Grades 6, 7, 8, 9)	2006 to 2009
Sheikh Zayed Private Academy for Girls, Abu Dhabi, UAE: ENGLISH TEACHER (Grades 8, 10, 11, 12)	2004 to 2006
Fern Hill School, Oakville, Ontario: LANGUAGE ARTS SPECIALIST (Grades 2, 4, 5, 6)	1999 to 2004

EDUCATION

Doctor of Education (EdD), Instructional Leadership (International)

Wilkes University

Master of Education, Curriculum, Leadership, & Teacher Development

University of Toronto

Bachelor of Education/Bachelor of Arts, Fine Arts

University of New Brunswick

ADDITIONAL HIGHLIGHTS

MYP The Role of the Coordinator, Cat 2 & 3

Harvard Project Zero, Visible Thinking

DP Language & Literature, Delivering MYP Curriculum

IB Global Conference

Developed week-long, immersive English program for 24 EGRC women (1st- and 2nd-year scholarship students)

Volunteer, Educating Girls of Rural China (Tutoring 6 scholarship students)

REAP Stanford Shisui Project: Committee Member, 2018 to Present