1. Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
2. Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
3. Performed classroom evaluations to assess teacher strategies and effectiveness.
4. Supervised afterschool program to promote student growth and maintain safety for all attendees.
5. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
6. Administered standardized tests to evaluate student performance and progress.
7. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
8. Collaborated with [Job title] to develop functional budgets within allocated funds.
9. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
10. Introduced modifications to [Area of study] curriculum and introduced new, effective instructional techniques.
11. Established positive, stimulating learning environment for students and exciting education-focused setting for teachers.
12. Administered all facets of personnel policies and procedures, including conception, modification, and approval of professional staff additions.
13. Verified adherence to state, federal and private funding source requirements across programs and outcomes.
14. Researched and wrote proposals for educational grants.
15. Supported human resources operations, including hiring, training, disciplinary action and termination in compliance with legal guidelines and requirements.
16. Instructed small groups of teachers and students.
17. Led meetings to convey policy changes, gather information and assess employee thoughts.
18. Established instructional practices driven by statistical performance data.
19. Established instructional practices driven through statistical performance data.
20. Encouraged interdepartmental and cross-functional teams collaboration in development and support of student activities, programs and lessons.