1. Collaborated with [Job title] to develop functional budgets within allocated funds.
2. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
3. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
4. Performed classroom evaluations to assess teacher strategies and effectiveness.
5. Supervised afterschool program to promote student growth and maintain safety for all attendees.
6. Verified adherence to state, federal and private funding source requirements across programs and outcomes.
7. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
8. Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
9. Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
10. Introduced modifications to [Area of study] curriculum and introduced new, effective instructional techniques.
11. Collaborated with system's [Job title] to develop functional budgets within allocated funds.
12. Established instructional practices driven by statistical performance data.
13. Administered all facets of personnel policies and procedures, including conception, modification, and approval of professional staff additions.
14. Established instructional practices driven through statistical performance data.
15. Encouraged interdepartmental and cross-functional teams collaboration in development and support of student activities, programs and lessons.
16. Established positive, stimulating learning environment for students and exciting education-focused setting for teachers.
17. Researched and wrote proposals for educational grants.
18. Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.
19. Prepared school budget and submitted to school board with recommendations for hiring, capital expenditures and cost-saving initiatives.
20. Communicated policies and procedures to students and parents regarding student behavior.