1. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
2. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
3. Performed classroom evaluations to assess teacher strategies and effectiveness.
4. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
5. Collaborated with [Job title] to develop functional budgets within allocated funds.
6. Supported human resources operations, including hiring, training, disciplinary action and termination in compliance with legal guidelines and requirements.
7. Introduced modifications to [Area of study] curriculum and introduced new, effective instructional techniques.
8. Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
9. Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
10. Supervised afterschool program to promote student growth and maintain safety for all attendees.
11. Developed subject and grade leaders to advance oversight and improve instruction.
12. Established instructional practices driven through statistical performance data.
13. Defined and enforced student academic achievement standards in line with district goals and objectives.
14. Prepared school budget and submitted to school board with recommendations for hiring, capital expenditures and cost-saving initiatives.
15. Facilitated continued education for teaching staff through implementation of quality curriculum training and appropriation of necessary resources.
16. Managed all details regarding student discipline.
17. Researched and wrote proposals for educational grants.
18. Monitored student behavior and enforced discipline policies.
19. Verified adherence to state, federal and private funding source requirements across programs and outcomes.
20. Encouraged interdepartmental and cross-functional teams collaboration in development and support of student activities, programs and lessons.