1. Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
2. Performed classroom evaluations to assess teacher strategies and effectiveness.
3. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
4. Supervised afterschool program to promote student growth and maintain safety for all attendees.
5. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
6. Supported human resources operations, including hiring, training, disciplinary action and termination in compliance with legal guidelines and requirements.
7. Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
8. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
9. Introduced modifications to [Area of study] curriculum and introduced new, effective instructional techniques.
10. Collaborated with [Job title] to develop functional budgets within allocated funds.
11. Modeled expected and appropriate leadership to promote teaching staff and administrative personnel's positive interaction with students and families.
12. Researched and wrote proposals for educational grants.
13. Administered standardized tests to evaluate student performance and progress.
14. Administered all facets of personnel policies and procedures, including conception, modification, and approval of professional staff additions.
15. Established instructional practices driven by statistical performance data.
16. Instructed small groups of teachers and students.
17. Built productive relationships with parents of students facing difficult situations at school or at home.
18. Communicated policies and procedures to students and parents regarding student behavior.
19. Encouraged interdepartmental and cross-functional teams collaboration in development and support of student activities, programs and lessons.
20. Prepared school budget and submitted to school board with recommendations for hiring, capital expenditures and cost-saving initiatives.