1. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
2. Supervised afterschool program to promote student growth and maintain safety for all attendees.
3. Performed classroom evaluations to assess teacher strategies and effectiveness.
4. Researched and incorporated new educational trends and instructional strategies to optimize education effectiveness.
5. Collaborated with [Job title] to develop functional budgets within allocated funds.
6. Communicated policies and procedures to students and parents regarding student behavior.
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. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
11. Instructed small groups of teachers and students.
12. Defined and enforced student academic achievement standards in line with district goals and objectives.
13. Modeled expected and appropriate leadership to promote teaching staff and administrative personnel's positive interaction with students and families.
14. Researched and wrote proposals for educational grants.
15. Facilitated continued education for teaching staff through implementation of quality curriculum training and appropriation of necessary resources.
16. Developed subject and grade leaders to advance oversight and improve instruction.
17. Administered all facets of personnel policies and procedures, including conception, modification, and approval of professional staff additions.
18. Collaborated with system's [Job title] to develop functional budgets within allocated funds.
19. Administered standardized tests to evaluate student performance and progress.
20. Modeled expected and appropriate leadership to promote to teaching staff and administrative personnel positive interaction with students and families.