1. Performed classroom evaluations to assess teacher strategies and effectiveness.
2. Coordinated yearly operations and staff budget, tracked expenses and documented actions.
3. Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
4. Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
5. Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
6. Monitored student behavior and enforced discipline policies.
7. Supported human resources operations, including hiring, training, disciplinary action and termination in compliance with legal guidelines and requirements.
8. Planned and implemented professional development programs.
9. Enforced disciplinary policy for both students and faculty.
10. Verified adherence to state, federal and private funding source requirements across programs and outcomes.
11. Modeled expected and appropriate leadership to promote teaching staff and administrative personnel's positive interaction with students and families.
12. Acted as principal as needed for day-to-day running of school as well as key decision making.
13. Maintained records for school, district, state, and federal requirements.
14. Collaborated with system's [Job title] to develop functional budgets within allocated funds.
15. Oversaw scheduling, orientation, and other support areas.
16. Trained teachers on effective teaching techniques, classroom management strategies and behavior modification.
17. Reviewed and selected curriculum and technology resources.
18. Administered school budget and tracked expenses.
19. Met with parents to discuss student performance and behavioral issues.
20. Administered standardized tests to evaluate student performance and progress.