

MARY EVANS

XX XXXXXXX XXXXXX ■ XXXXXXX XXXXXXX XXXXX ☎ XXX.XXX.XXXX ✉ XXXXXXX@comcast.net

~VICE PRINCIPAL~

Dynamic, visionary leader with over eight years of experience with an outstanding record of success in maximizing the effectiveness of educational programs for 1st through 5th grade students. Highly-skilled and overtly student-focused teaching professional possessing a strong commitment to the development of students, staff, and providing a stimulating, safe, and motivating learning environment. Demonstrated profound ability to delegate responsibilities to faculty members and coordinating professional development activities for staff such as trainings and workshops. Results-driven, solid team player and trustworthy professional with superior organizational and communication skills crucial in developing strong and lasting relationship with all members of the school community.

CORE COMPETENCIES

- Elementary Education
- Classroom Instruction and Motivation
- Educational Technology
- Teaching Mentoring & Development
- Lesson Plan Development
- Performance Evaluation
- Special Needs Assessment
- Creative Activities
- Student Supervision
- Teaching Mentoring & Development
- Curriculum Development & Improvement
- Program Management & Coordination
- Reading Assessments
- Grant Writing & ASK Testing

ADMINISTRATIVE EXPERIENCE

SOMERS POINT SCHOOL DISTRICT ■ SOMERS POINT, NJ

ACTING PRINCIPAL

JAN 2008-PRESENT

Substitute and performed principal's responsibilities and management of the school if the principal is out. Plan and coordinate professional development programs for staff. Regulate discipline within the school premise. Establish and implement a challenging and safe learning environment for students. Work collaboratively with all staff members to ensure harmonious working relationship and cooperation among the faculty. Identify and solve problems and boost learning through improving instruction. Repeatedly revise curriculum and organize projects or programs to meet the needs of a diverse student population.

SOMERS POINT SCHOOL DISTRICT ■ SOMERS POINT, NJ

ADMINISTRATIVE INTERNSHIP

SEP 2008-DEC 2008

Designed and developed the emergency plan for the school. Produced a substitute handbook for the district. Chaired and coordinated the school's Olweus Bully program. Utilized the clinical supervision model in conducting teacher observations; collaborated with staff to improve classroom practices. Participated in pre and post conferences.

TEACHING EXPERIENCE

DAWES AVENUE ELEMENTARY SCHOOL (SOMERS POINT SCHOOL DISTRICT) ■ SOMERS POINT, NJ

TEACHER

AUG 2003-PRESENT

Establish a 4th grade cooperative learning environment while maintaining adherence with Core Curriculum Content Standards in order to regulate lessons being taught; integrate various technology forms into daily lessons.

- Designed and implemented professional development programs
- Established student programs such as "Footsteps to Fitness".
- Contributed in the development of new science curriculum.
- Cited as model classroom for centers and differentiated instructions.

CASTLE HILLS ELEMENTARY SCHOOL (COLONIAL SCHOOL DISTRICT) ■ NEW CASTLE, DE

TEACHER

AUG 2001-JUN 2003

Provided instructions to 5th grade students in a variety of studies and life skills including creativity, high-order thinking, and growth potential. Monitored tests and evaluations, analyzed students' performances, and observed individual progress through conducting series of conferences and submitting reports to parents and other members of the education team.

- Helped ESL students, children with learning impairments, and others with special educational needs through personalized tutoring assistance; customized the curriculum to meet their unique needs.

RILETTA TWYNE CREAM SCHOOL (CAMDEN SCHOOL DISTRICT) ■ CAMDEN, NJ

TEACHER

SEP 2000-JUN 2001

Introduced and implemented innovative lesson plans and course objectives to 2nd grade students. Adapted progressive teaching methodologies and resources such as cooperative learning. Fostered a conducive learning environment and promoted excellent student-teacher interaction in order to improve student achievement.

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- Participated and completed in-service training program regarding classroom management techniques.

CENTRAL ELEMENTARY SCHOOL (HADDONFIELD BOARD OF EDUCATION) ■ HADDONFIELD, NJ

EDUCATIONAL ASSISTANT

SEP-1999 AUG 2000

Rendered special tutoring assistance to 5th grade students in all subject areas. Modified and restructured course curriculum to suit special education students.

- Partook in the IEP planning, meetings, as well as conferences to guarantee individual children's needs were addressed and met.

ST. CECILIA'S CHURCH ■ PENNSAUKEN, NJ

CAMP COUNSELOR

MAY 1999-AUG 1999

Coordinated and supervised recreational and learning activities of children ages 5-14 to develop their physical, mental, social, and emotional development skills. Built learners' self-esteem and confidence by giving them a nurturing environment and promoting open communication.

YOCUM ELEMENTARY SCHOOL (MAPLE SHADE SCHOOL DISTRICT) ■ MAPLE SHADE, NJ

STUDENT TEACHER

JAN 1999-MAY 1999

Handled responsibility in teaching 1st grade students in all subject areas and performed individual and group learning activities. Participated in in-service training concerning the use of Internet in the elementary classroom.

- Strengthened reading and mathematical skills through the use of Success Maker Program.

LITTLE ANGELS PRESCHOOL (ST. CECILIA'S CHURCH) ■ PENNSAUKEN, NJ

TEACHER

JUL 1998-JAN 1999

Employed effective teaching methods and instructional materials, combined with interactive learning and recreational activities to facilitate the progressive development of pre-school children and prepare them for school enrollment. Interacted with parents regarding child progress and provided recommendations for promotion.

OTHER PROFESSIONAL EXPERIENCE

BARON'S EDUCATIONAL SERIES, INC. ■ HAUPPAUGE, NY

BOOK REVIEWER

DEC 2008-PRESENT

Work collaboratively with publishers in reviewing instructional materials and reviewers such as math books. Currently reviewing the Math Wizard, a book that can be availed by parents to aid their children in studying and understanding mathematical equations.

EDUCATION

PURSuing DOCTORATE IN EDUCATIONAL LEADERSHIP

ROWAN UNIVERSITY ■ GLASSBORO, NJ

MASTER OF ARTS IN ADMINISTRATION AND SUPERVISION (GPA: 3.98)

ROWAN UNIVERSITY ■ GLASSBORO, NJ (2007)

BACHELOR OF ARTS IN ELEMENTARY EDUCATION (GPA: 3.56)

MINOR IN SOCIAL STUDIES

ROWAN UNIVERSITY ■ GLASSBORO, NJ (1999)

AWARDS

Magna cum Laude (1999) | Dean's List (1995-1999)

Rowan University ■ Glassboro, NJ

CERTIFICATIONS

New Jersey Department of Education Certification in Educational Administration K-12, Educational Supervision K-12, and Elementary Education K-8

COMMUNITY INVOLVEMENT

- Led and established annual block party for the neighborhood.
- Collected Christmas gifts for students in Camden, NJ.
- Distributed house supplies to families-in-need within Philadelphia area.
- Supported Kid's First Charity.
- Attended HAS events and local sporting events