

THOMAS CLARK

XX XXXXXX XXXXXX ■ XXXXXX, XXXXXX XXXXX
XXX.XXX.XXXX XXX.XXX.XXXX XXXXXXXX@yahoo.com

ASSISTANT EXECUTIVE DIRECTOR FOR PROFESSIONAL DEVELOPMENT

QUALIFICATION PROFILE

Task-oriented, highly organized, and enthusiastic curriculum and instructional specialist with profound knowledge of management principles and practices. Proven outstanding ability to make ethical and sound decisions, organize and coordinate related functions including program design and development. Outstanding interpersonal and leadership skills reflected in the ability to build strong team work ethic within an organization. Exceptionally competent in developing a vision attuned with organization's established mission. Regarded as a key source of professional knowledge and strategic problem solver by colleagues and school administrators.

CAREER HIGHLIGHTS

- ◇ Conceptualized and implemented various systemic professional development programs such as instructional practices demonstrations, summer science institutes, after school programs, and science leadership conferences.
- ◇ Collaborated with professional educational companies and organizations in designing customized professional development programs to address the needs of the school district.
- ◇ Successfully passed rigid screening and qualified as trainer of National Institute for School Leadership.
- ◇ Selected to participate in the esteemed National Staff Development Council's Coaching Academy.

PROFESSIONAL EXPERIENCE

DEPARTMENT OF CURRICULUM AND INSTRUCTION-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD
ELEMENTARY SCIENCE POINT PERSON 2008-PRESENT

Supervise members of the school system central Science office and school based elementary Science coordinators. Coordinate and design professional development opportunities both inside and outside the school setting. Work collaboratively with post secondary education institutions, business organizations and private organizations within the science community. Conduct demonstrations regarding highly effective and researched-based instructional practices to teachers and building level administrators. Manage and allocate operating funds designated to the science office including NSF, MSP and State STEM initiative grants. Prepare and submit reports concerning Science program progress and development and student achievement on national, state, and district levels. Integrate entire school system initiatives into the Science office's vision and mission.

- Designed and developed Science curriculum and assessment tools based on national and state standards.
- Monitored Science professional development initiatives and its impact on instructional practices.
- Coordinated the district Science, Technology, Engineering, and Mathematics Fair.

DEPARTMENT OF CURRICULUM AND INSTRUCTION-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD
SCIENCE INSTRUCTIONAL SPECIALIST K-5 2006-PRESENT

Provide direct support to all elementary classroom teachers regarding science curriculum, instruction, and classroom management. Assist with short and long-range planning for the enhancement of the science program. Prepared and submitted quarterly benchmark assessment concerning the development and implementation of various Science programs.

- Provided curriculum materials correlated to the Science curriculum frameworks; rendered regional and school-level workshops on curricular issues, teaching strategies, and behavior management in collaboration with the Department of Staff Development.
- Led Science Contact Persons which directly assist teachers in streamlining classroom strategies, county curriculum, and Voluntary State Curriculum.
- Assisted in the preparation and administration of grants, planning and implementation of special events in science such as Regional Science Fair, Kids for Science STEM Fair, Science Trek and Science Bowl.

THOMAS CLARK

☎ XX XXXXXX XXXXXX ▪ XXXXXX, XXXXXX XXXXX
☎ xxx.xxx.xxxx ☎ xxx.xxx.xxxx ☎ xxxxxxxx@yahoo.com

DEPARTMENT OF FEDERAL PROGRAMS (PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS) ▪ LANDOVER, MD
INTEGRATED LEARNING TEACHER

2002-2006

Handled various assignments and responsibilities including every aspect of curriculum, instruction, finance, administration, personnel, training, planning and development. Provided demonstration lessons utilizing modern instructional strategies and instructional coaching opportunities to instructional staff. Designed and developed data collection and monitoring tools. Oversaw and ensured that Title 1 guidelines were met and regulations were implemented accordingly. Supported the principal in assembling a facility for parental involvement. Supervised the entire implementation and budget of extended day learning programs.

- ☐ Facilitated and conducted helpful professional development workshops and instructional coaching for school instructional staff and parents.
- ☐ Researched and coordinated professional conferences and seminars opportunities for staff.
- ☐ Effectively implemented school improvement plan activities and facilitated Quarterly Data Utilization Meetings.
- ☐ Held responsible for the expenditure of Federal and State funds.

WILLIAM WIRT MIDDLE SCHOOL (PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS) ▪ RIVERDALE, MD
MARYLAND STATE PERFORMANCE ASSESSMENT COORDINATOR

2002-2002

Worked collaboratively with reading and mathematics specialists towards instructional program enhancement and proposed methods and strategies of integrating reading, writing, and math covering the entire area. Introduced instructional best practices to teachers.

- ☐ Played a key role in State Assessment Staff Development implementation while preparing and delivering presentation and discussion of School and State data.
- ☐ Facilitated and coordinated data utilization meetings.

FORESTVILLE HIGH SCHOOL (PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS) ▪ FORESTVILLE, MD
CASE MANAGER (MARYLAND'S TOMORROW PROGRAM)

2000-2002

Designed, developed, and implemented activities and programs that support student achievement. Organized and facilitated educational experiences and field trips for students. Participated in school based management team meetings. Provided tutorial lessons to students on Science, English and Mathematics subjects.

- ☐ Consistently monitored academic progress and attendance of at-risk students.
- ☐ Spearheaded the establishment, preparation, and distribution of parent newsletter which improved correspondence between the community and home school.
- ☐ Served as coordinator of Honor Roll Committee.

CHARLES CARROLL MIDDLE SCHOOL (PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS) ▪ NEW CARROLLTON, MD

INSTRUCTIONAL SPECIALIST / TESTING COORDINATOR / 7TH AND 8TH GRADE INTEGRATED SCIENCE TEACHER

1994-2000

Rendered instructional support to staff while ensuring proper coordination of all school professional development. Educated and prepared the personnel for local and state testing. Designed, enhanced, and implemented lessons/activities that integrated reading, writing and test-taking strategies. Taught Life Science, Health, and TAG for 7th grade and Physical Science for 8th grade.

- ☐ Deliberated and Co-coordinated Saturday Academy for 7th and 8th graders.
- ☐ Led Science teachers for the Parkdale Cluster.
- ☐ Chaired the Science Department while coordinating Science Fair and critiqued Prince George's County Science Fair.
- ☐ Co-authored and developed the Health Curriculum, Interdisciplinary Measurement Unit, and Maryland Performance Assessment "5, 4,3,2,1 Blastoff".
- ☐ Co-sponsored school-based mentoring program, as well as attended the County Mentor Teacher Training Seminar.
- ☐ Produced and headed school and parents newsletter.

THOMAS CLARK

xx xxxxxx xxxxxx ▪ xxxxxx, xxxxxx xxxxx
xxx.xxx.xxxx xxx.xxx.xxxx xxxxxxxx@yahoo.com

EARLIER CAREER

Classroom Science Instructor, Glenridge Elementary School ▪ New Carrollton, MD 1990-1994

EDUCATION

ADMINISTRATION CERTIFICATION 1
COPPIN STATE COLLEGE ▪ BALTIMORE, MD
2006

MASTER OF EDUCATION-CURRICULUM AND INSTRUCTION
AREA OF CONCENTRATION IN SCIENCE EDUCATION
LOYOLA COLLEGE ▪ BALTIMORE, MD
2005

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION
MINOR IN SPECIAL EDUCATION
HOWARD UNIVERSITY ▪ WASHINGTON, DC
1989

PROFESSIONAL TRAINING

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS MENTORING PROGRAM
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ASPIRING LEADERS PROGRAM
ASCD CURRICULUM MAPPING TRAINING
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS TEACHING READING AND WRITING IN THE CONTENT AREAS
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS COLLECTING AND ORGANIZING EVIDENCE OF STUDENT LEARNING
NATIONAL INSTITUTE FOR SCHOOL LEADERSHIP
NATIONAL STAFF DEVELOPMENT COUNCIL COACHES ACADEMY
NASA AEROSPACE EDUCATION WORKSHOP
NASA SPACE AND EARTH SCIENCE EDUCATION WORKSHOP

AFFILIATIONS & ACTIVITIES

SUPERVISOR TEACHER, UNIVERSITY OF MARYLAND SCIENCE STUDENT TEACHERS
MEMBER OF EXECUTIVE BOARD, MARYLAND STATE SCIENCE SUPERVISORS ASSOCIATION
MEMBER, SCHOOL BASED MANAGEMENT TEAM | **MEMBER**, MARYLAND SCIENCE TEACHERS ASSOCIATION
MEMBER, NATIONAL STAFF DEVELOPMENT COUNCIL | **MEMBER**, NATIONAL SCIENCE TEACHERS ASSOCIATION
MEMBER, ASSOCIATION FOR SUPERVISION AND CURRICULUM
PREP TEACHER, SAT PREP COURSES ▪ GLENARDEN & GLENN DALE COMMUNITY CENTERS IN PRINCE GEORGE'S COUNTY
COMMITTEE MEMBER, MSP/NSF GRANT, UNIVERSITY OF MARYLAND, COLLEGE PARK