

Following the Recommendations

(An Exemplar for an Assistant Principal Seeking a Principalship)

Preparing

Recommendation 1. Take stock of yourself.

- Five years experience as an assistant principal in an urban/suburban district.
- Experienced in working with teams—School Data Team Leader
- Students routinely score well on District and State tests, usually the highest in the district, with special recognition for performance in Language Arts;
- Led the team that pioneered learning walks by teachers to improve instructional practice in the district; now a routine practice and I provide training to other schools
- Trained in Readers/Writers Workshop and led teacher group in implementation of this strategy as a critical and routine element in teaching language arts; completed master's thesis on implementing these strategies
- Routinely reach out to parents, especially the Hispanic community, to keep them apprised of their child's progress and engaged in supporting their child's success. Began "Math Night with Mom, Dad and Grandma, too!" as a way of engaging parents, significant adults, and students in understanding the District math program and the grade math 4 curriculum.
- Five years experience in a grade K – 5 school in a suburban/urban district
- Experience in teaching grades three and four with excellent evaluations each year

Recommendation 2. What's most important about me?

- Committed, dedicated educator whose most important goal is to make sure every child learns
- Believes firmly that collegial interaction is a critical element in my success as an administrator and teacher and our success as a school
- Values the perspectives and opinions of colleagues
- Believes that parents play an integral part in student success but the school's responsibility is to make sure students succeed if strong parental involvement is not possible
- Enthusiastic, optimistic, energetic and constantly pursuing opportunities for professional growth

- Particularly strong in Language Arts, communication skills, team building, parental engagement
- Want to get better at teaching science in elementary school, using technology to support instruction, and implementing SRBI.
- Comfortable fluency in Spanish

Recommendation 3. Information about District/School where I am a candidate

- Urban/Suburban District of approximately 8000 students – six elementary schools, three middle schools, two high schools; increasing Hispanic population
- District performs in the top quartile of districts of similar size in the state
- Elementary school population of approximately 500 students in grades K-5
- School performance is routinely second or third of eight elementary schools in Math and fourth in Language Arts
- Principal leaving after seven years to assume principalship in another district, perceived as efficient, competent but not particularly strong in building staff esprit.
- Total instructional staff of about forty plus aides. School staff about one third teaching more than ten years, one third teaching five to ten years, and one third less than five years
- School has increasing bi-lingual population and recently began implementing SRBI

Writing the Résumé

Recommendation 4. Opening Statement

- Need to emphasize
 - Energy and enthusiasm
 - Expertise in language arts
 - Team leadership skills
 - Parental engagement strengths

Recommendation 6. What I've done.

- Provided Leadership –Led the team that pioneered routine learning walks of a teacher team to improve instructional practice in the district;
- Developed specific expertise and shared with others - Trained in Readers/Writers Workshop and led teacher group in implementation of this strategy as a critical and routine element in teaching language arts;

- Demonstrated superior teaching as measured by student performance - Students routinely scored well on District and State tests, usually the highest in the grade, with special recognition for performance in Language Arts
- Routinely reach out to parents to keep them apprised of their child's progress and engaged in supporting their child's success. - Began "Math Night with Mom, Dad, and Grandma, too!" as a way of engaging parents and students in understanding District math program and the grade math 4 curriculum, a practice now used school-wide

Recommendation 7- Where I've worked and relevant college accomplishment.

- Work Experience
 - My experience as a teacher and administrator is in both urban and suburban districts; the demographic make-up of my current school is similar to the school where I am applying.
- College Experience
 - Spent my Junior year in Spain where I developed a comfortable fluency level in Spanish
 - Master's Thesis topic: "An analysis of the implementation of Readers/Writers Workshop in six elementary schools" Research into the experience of schools in implementing these strategies from which I learned the elements involved in instituting change and the impact of the strategies on improving students' language arts skills.

Recommendation 8- Select your references with care.

- Dr. Marsha Reynolds – Principal of Knowalot Elementary School who can attest to my expertise as a leader and my school leadership roles.
- Ms. Ayeshah Tolliver – Experienced Grade 4 teacher who can attest to the leadership I have demonstrated in leading the fourth grade team, especially in the implementation of learning walks.
- Mr. Hector Martinez – Parent who can attest to my outreach efforts to engage parents and the success of the Math Night program with special outreach to the Hispanic community.

[Sample Résumé]

Daniel J. Michaels
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Profile – I am a dedicated and enthusiastic educator committed to the success of all students with a proven record of leadership, outstanding teaching, and collaborative practice excited about the opportunity to join the faculty of the Hill Street School as its new principal. I bring the attitude of a continuous learner, the experience of working in a similar district, and the expertise to be a leader and contributing member of the faculty and school leadership team.

Significant Accomplishments

- Clear Vision – By my actions as an administrator and classroom teacher, as a colleague working with my peers, and as a member of the school community, I demonstrate my belief that every child can and will learn and the work I do to make that belief a reality.
- Leadership - Our Grade 4 team, under my leadership pioneered learning walks by a teacher team to improve instructional practice in elementary classes. This practice is now becoming a routine in our school and district and I share our experience with principals and teachers in other schools..
- Teaching - Demonstrated superior teaching as measured by student performance. My students routinely score at goal on District and State tests, usually the highest in the grade, with special recognition for performance in Language Arts.
- Professional Development - Possess a specific expertise and share my learning with others. Trained in Readers/Writers Workshop and developed teacher groups in grades 2 - 5 in implementation of this strategy as an expected practice in teaching language arts;
- Communicator - Routinely reach out to parents to keep them apprised of their child's progress and engaged in supporting their child's success. Began "Math Night with Mom, Dad and Grandma, too!" as a way of engaging parents, significant adults, and students in understanding District math program and the grade math 4 curriculum, a practice now used school-wide.

Work Experience

Assistant Principal	Knowalot Elementary School	2005 - present
Teacher Grade three and four	Hilldale Elementary School	2000 – 2005

Professional Training

B.A. Elementary Education (magna cum laude)	Boston College	1998
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M.S. Elementary Education (cum laude)	Teachers College	2000
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Masters Thesis: “An analysis of the implementation of Readers/Writers Workshop in six elementary schools”

Research into the experience of schools in implementing these strategies from which I learned the elements involved in instituting change and the impact of the strategies on improving students’ language arts skills.

Significant Personal Professional Development

- Working with Special Needs Children in the inclusive classroom
- Differentiating instruction for student success
- Using CRISS strategies to enhance student control of their own learning
- Acceptable fluency in Spanish

References

- Dr. Marsha Reynolds (888-555-1111) – Principal of Knowalot Elementary School who can attest to my expertise as a teacher and school leadership roles.
- Ms. Ayeshah Tolliver (888-555-1111) – Experienced Grade 4 teacher who can attest to the leadership I have demonstrated in leading the fourth grade team, especially in the implementation of learning walks.
- Mr. Hector Martinez (888-555-3333) – Parent who can attest to my outreach efforts to engage parents and communicate the success of the Math Night program.