**Mr. Jessie Williams**

**Career Profile:**

A skilled and qualified school administrator with more than six years of experience in managing and accessing various records and data of the school, recruiting staff and conducting workshops. Looking for a position as an elementary or middle school principal to utilize my proficiency and experience in a highly regarded educational institute.

**Professional strengths:**

* Possess strong communication and organizational skills
* Excellent supervisor and motivator
* Strategic planning and staffing
* Knowledge of curriculum development and managing staff

**Professional Experiences:**

**Bethel-Hanberry Elementary School, Blythewood, SC** **2008-present**

Assistant Principal

* Actively recruiting qualified professional educators
* Assist with interviewing, reference checking and hiring of certified and classified staff members
* Conduct meaningful and relevant professional development sessions for all members of the staff
* Assist the other assistant principal with providing, ordering, processing and inventorying student textbooks, workbooks and teacher materials
* Discipline students appropriately that allows for an orderly and peaceful school climate
* Meet with parents frequently to discuss their child’s progress and needs
* Assess the needs of the school and place work orders for the maintenance of the building and grounds
* Coordinate the state standardized testing for the school
* Serve as the approval and contact person for all afterschool clubs and programs
* Develop the yearly master schedule and related arts rotation based on staffing and curriculum needs
* Contribute to the writing of grants by teachers and staff members
* Organized, implemented and currently managing a mentoring program for “at risk” students
* Secured a $1,500 dollar grant to supplement our school’s service learning budget
* Developed and handled a $3,500 budget for the operations of the mentoring program
* Partnered with Blythewood High School to secure student mentors for our “at risk” students
* Observe, supervise and evaluate teachers as they fulfill their professional responsibilities to students
* Create and implement the staff duty roster assuring proper supervision of our students
* Lead discussions with teachers to analyze school-wide data and assist them with utilizing data to inform instructional practices and choose appropriate curriculum material
* Develop student small groups for remediation based on test score data
* Provide data for the school’s PBIS leadership team to analyze
* Coordinated the agenda for School Improvement Council meetings, while serving on the SIC
* Assist in the creation and implementation of the school’s strategic planning document
* Conduct frequent meetings with the office staff to ensure that they are in sync with the school’s vision
* Supervise the custodial staff and provide feedback to their company regarding their performance  Create and update yearly the school’s crisis plan and safety folders
* Serve on the PTO Board
* Served on the district’s homework task force
* Currently serving on the district’s minority recruitment committee
* Currently serving on the district’s safety team
* Assist the principal in the day to day operations of the school
* Serve as a troubleshooter in all areas of the school as needed

**Blythewood Academy, Blythewood, SC** 2005-2008

Assistant Principal

* Conducted meetings and organized workshops for teachers to improve their teaching skills
* Attended meetings with different school administrators to introduce innovative teaching strategies
* Assessed and evaluated the performance of students and teachers
* Assigned various duties to staff and ensured proper implementation of discipline on the school premises
* Handled the tasks of assessing and executing paper work and records for the development of the school
* Organized and directed a leadership program for 7th Grade boys
* Secured a $1,600 grant for the beautification of the grounds of the school
* Supervised and managed the budget for the Elementary Academy
* Recruited and hired teachers
* Coordinated the new student orientation and interviews
* Worked with the Principal and district administration to make some necessary structural changes
* Implemented the new system for allowing students to return to their sending schools

**Joseph Keels Elementary School** 1999-2005

Teacher

* Served as third grade level team leader for two years
* Led the third grade team into winning two Farm City bulletin board awards
* Served as the Social Studies team leader for six years
* Served on the school’s discipline committee
* Assisted in the writing of the Palmetto Finest application
* Coordinated the annual Dining with Dads dinner
* Coordinated appropriate field study experiences
* Organized and directed a Boys’ Choir for three years
* Assisted with the direction of the Lion King production
* Developed the 2005-06 Master schedule
* Served on the interview team for the hiring of new teachers
* Secured and managed a $2,000 EIA grant for the operations of the Boys’ Choir

**Alcorn Middle School** 1996-1999

Teacher

* Served as the school’s yearbook sponsor
* Managed the budget and production of the school’s yearbook
* Served as the co-sponsor of the student council for three years
* Served as the academic team sponsor for two years
* Teacher of Year first runner-up
* Assisted with school’s rites of passage program for boys
* Organized and chaperoned the 8th Grade field study to Washington, DC and to Charleston, SC  Conducted workshops at the SCASC’s summer student council camp.

**Educational Summary:**

* Bachelor of Arts-History, University of South Carolina, Columbia, SC 1989-1993
* Master of Arts in Teaching-Elementary Education, University of South Carolina, Columbia, SC 1995-1996
* Master of Education-Educational Administration, University of South Carolina, Columbia, SC 2005-2006

**Certifications:**

* South Carolina Department of Education, Elementary Principal/Supervisor
* South Carolina Department of Education, Elementary Education
* ADEPT Certification
* STEP Certification
* Teacher Mentor
* Crisis Prevention Intervention
* CPR
* First AID

**References:**

Available upon request