**Sandra O. Bobo**

sandra.bobo@pgcps.org

**HIGHLIGHTS OF QUALIFICATIONS**

* More than 10 years of supervisory and teaching experience with an emphasis on developing, encouraging and supporting educational intervention programs.
* Seasoned communicator with exceptional teaching, coaching and relationship-building, and problem solving abilities.
* Highly organized and independent and able to prioritize effectively to accomplish objectives with creativity and enthusiasm.

**LEADERSHIP EXPERIENCE**

2014 – Present **Assistant Principal**

 Prince Georges County Public Schools, Clinton, MD

 Surrattsville High School

Assist with Principal in the planning, development, implementations and evaluations of instructional programs; Assume responsibility for specific areas such as Special Education, English, and Music assigned by the Principal which promotes efficient and effective operation of the school; participate in a variety of student activities and assist in the maintenance of standards concerning students discipline health, safety and general welfare; counsel teachers on instructional, professional or administrative matters, assisting with classroom teaching or behavior problems; supports the school principal.

2010 – 2014 **Academic Dean**

 Prince Georges County Public Schools, Temple Hills, MD

 Benjamin Stoddert Middle School

Work with Principal, Team Curriculum and Talent Development to plan the instructional schedule and curriculum to be most effective for students; Analyze school wide data, plan interventions and make curricular adjustments; Design and monitor high impact interventions for struggling students; observe lessons and provide targeted and actionable feedback to teachers; model instruction for teachers.

2010 – 2011 **Academic Coordinator**

 Prince Georges County Public Schools, Brandywine, MD

 Gwynn Park High School

Provided instructional support for the academic staff; Served as the liaison between teachers and students; Observed classes and provided feedback related to lesson design and implementation; Conducted monthly staff meetings; Collaborated with the Principal to provide assistance to teachers experiencing challenges with students; Assisted Administrative staff with discipline referral resolution and processing.

2009 – 2010 **Alternative Teacher Preparation (ATP) Mentor**

 Prince Georges County Public Schools, Oxon Hill, MD

 Oxon Hill Staff Development and Teacher Leadership

Assisted Resident Teachers in implementing standards-based instruction aligned with PGCPS curriculum standards and other district standards for improving instructional program quality (i.e., Response to Intervention, Institutes for Learning, Research for Better Teaching); Consulted with teachers and other support providers in interpreting test data and planning appropriate instruction and professional learning opportunities to strengthen classroom practices; Provided professional development through modeling, demonstrations, and co-teaching of effective teaching practices and instructional strategies in classrooms.

2008 – 2009 **Assistant Principal**

 Prince Georges County Public Schools, Brandywine, MD

 Gwynn Park High School

Supervised and evaluated faculty and counseled and disciplined student to achieve the school’s educational mission; developed and coordinated a student academic intervention and behavioral program; facilitated parent conferences; compiled suspension data and coordinated in-school suspension initiatives; established community partnerships and sponsorships; assisted Principal with decisions pertaining to the annual budget; assisted with mentoring New Teachers; coordinated staff development opportunities according to the needs of staff and students; assisted with recruiting, interviewing and selecting new faculty and staff; participated in informal and formal classroom visitations and observations; collaborated with staff to address the needs of at-risk and special education students.

2007 – 2007 **Site Director**

Fairfax County Public Schools, Alexandria, VA

Summer SOL Test Remediation Program

Supervised the implementation of the summer SOL test remediation program, its staff and students; observed classes and monitored instruction; worked with transportation office to communicate information to the students that participated in the program; communicated student IEP and 504 accommodations to teachers.

2006 – 2006 **Assistant Principal**

 Fairfax County Public Schools, Alexandria, VA

 Mount Vernon High School – Summer School

Performed a variety of administrative duties to assist the Principal in managing the school; supervised and evaluated the performance of educators in the departments of English, Social Studies, and ESOL; supervised students on campus before and after school; monitored students during lunch, passing periods and other activities; disciplined students according to established guidelines; provided recommendations and suggestions as appropriate.

2005 – 2008 **Leadership Teacher**

Fairfax County Public Schools, Alexandria, VA

West Potomac High School

Provided leadership training for student body officers, committee persons, and class officers; incorporated planned discussions, exercises in leadership, and development of evaluation skills; coordinated techniques based on organization, management, election process, financial planning, opinion survey, communication techniques, and community liaison; assisted in the development and implementation of the school improvement plan in order to improve student achievement; collaborated with colleagues in Professional Learning Community; fostered a safe and positive learning environment using Positive Behavior Support; communicated with parents, students, and administrators regarding student achievement.

**TEACHING EXPERIENCE**

2008 – 2008 **READ 180 Teacher**

 Prince Georges County Public Schools, Fort Washington, MD

 Friendly High School

Used instructional techniques such as READ 180 to instruct high school students individually and in small groups who are below grade level in reading and reading comprehension; facilitated students to develop an appreciation of reading; completed reports and provided information to READ 180 specialist as requested; provided individual and small group instruction that met the goals of the lesson plans and provided the best use of instructional time.

2005 – 2008 **Secondary Advanced Placement/Pre-AP English Teacher**

Fairfax County Public Schools, Alexandria, VA

West Potomac High School

Developed long-range instructional plans that use Advanced Placement (AP) pedagogy; facilitated cooperative learning experiences and Socratic seminars to explore literature in preparation for the AP examination; assessed student achievement; actively pursued leadership roles to encourage minority enrollment in AP and Honors courses; promoted diversity and created a safe and positive school environment; prepared and delivered instruction using current research-based strategies for comprehensive course study in World Literature; aligned course curriculum to Virginia SOLs and benchmarks; implemented a program of study that use differentiated instruction to meet individual needs of students.

2001 – 2005 **Secondary English Teacher**

Prince Georges County Public Schools, Fort Washington, MD

Friendly High School

Prepared and delivered instruction for a comprehensive course of study in American Literature; designed appropriate lessons/resources for instruction; communicated with parents and students regarding student achievement; ensured compliance with Standards of Excellence in Teaching.

**OTHER EXPERIENCE**

## 1998 – 2001 Training Specialist

## Carey International, Washington, DC

Conducted and coordinated training activities; researched, wrote, and created new training materials; arranged classes, seminars, conferences, and workshops for Carey employees; evaluated and updated training programs to keep current with new techniques; demonstrated continuous effort to improve operations, decrease turnaround time and worked jointly to provide quality customer service.

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| **EDUCATION** |  |
| Argosy University, Washington DC |  |
| Ed.D Educational Leadership |  |
|  |  |
| Trinity University, Washington, DC |  |
| MSA Educational Administration – May 2004 |  |
|  |  |
| Virginia State University, Petersburg, VA |  |
| BA English/Communications – May 1996 |  |
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**CERTIFICATIONS**

Advanced Professional Certificate – Maryland

Administration & Supervision K-12 – Virginia

Administrator I

English 7-12

Emerging Leaders – New Leaders

MSDE – Aspiring Principals’ Institute

Harvard University – Instructional Rounds

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| **PROFESSIONAL AFFILIATIONS & ORGANIZATIONS** |
| Association of Supervision & Curriculum Development |
| American Society of Training & DevelopmentPhi Delta Kappa International |
| National Alliance of Black School EducatorsNational Association of Secondary School Principals |
| National Educators Association |
| Delta Sigma Theta Sorority, Inc. |