**TED J. STEVENS**

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**PRINCIPAL • DEAN OF STUDENTS • ADMINISTRATOR**

High-achieving leader with a focus on academic excellence and demonstrated results in student achievement. Extremely well-versed in establishing objectives aligned with district strategies, administering multimillion-dollar budgets, and overseeing high-impact educational programs. Seasoned administrator with notable success leading a cadre of educators in oversight of academic programs and delivery of instructional services.

Strategic Planning & Implementation | Budget & Fiscal Administration | Leadership & Management | Curriculum & Instruction Program Design & Implementation | Evaluation & Assessment | Policy Development & Implementation | Operations Oversight Staff Training & Development | Team Leadership | Relationship Management | Public Outreach | Community Relations Educational Leadership | Staff Evaluation | Data-Driven Decision-Making | Performance Metrics & Measures

**WORK EXPERIENCE**

**Warren Public Schools, Warren, MI • Assistant Principal/Dean of Students • (06/2019) - Present**

Demonstrate strong leadership acumen while serving 650 students in grades 6 to 12 and 40 staff from the Warren School District and surrounding Macomb County area schools. Encourage faculty and staff to focus on students’ academic achievement and excellence in instruction. Act as senior administrator in the principal's absence.

* Navigated issues related to COVID-19 pandemic, including revising curriculum and providing internet access to ensure students received the support necessary to remain engaged academically while sheltering-in-place.
* Devised and implemented key strategies that resulted in increasing graduation rates.
* Counseled, advised, and assisted students in advancing post-secondary plans; provided robust resources and deep insights to fully prepare students.
* Addressed current educational issues and applied best practices while directing professional development and instructional leadership; increased instructional focus with staff through comprehensive feedback and evaluation.
* Established a therapy dog program and engaged in comprehensive training; brought in Garth the chocolate lab to serve as the district’s first-ever emotional support dog for staff and students.

**Romeo Public Schools, Romeo, MI • Principal, Operations Director • (01/2015 - 05/2019)**

Led faculty and staff in creating a culture focused on student learning and academic achievement. Employed deep knowledge of educational issues and best practices to achieve optimal student outcomes. Standardized and oversaw the enrollment process. Encouraged advancement by working with students in developing post-secondary plans.

* Recognized by the Macomb ISD for engaging in Positive Behavior Intervention System (PBIS) implementation through the secondary level.
* Assembled a team, applied strategies, and designed positive behavior and outcomes for students and faculty members; innovated an inclusive program that enabled at-risk youth to shine through positive leadership opportunities.
* Worked in collaboration with a team of stakeholders, including teachers, parents, community members, and board members in redesigning the high school handbook and improving the discipline structure across the school.
* Directed the school’s Early College program through Macomb Community College, Michigan Greater Construction Academy; advanced Early College programs that enabled students to complete/graduate with up to 62 college credits toward an Associate’s degree and/or vocational certification.

**Utica Schools, Utica, MI • Assistant Principal • (01/2009 - 12/2014)**

Created a culture that encouraged student achievement and growth. Encouraged faculty and staff to focus on academic achievement and excellence in instruction. Served on the School Improvement Plan Committee. Reviewed and made procedures for testing throughout the school year. Directed all summer school enrollments, students, teachers, payment, and required classes.

* Handpicked to participate in the Leadership in Action Series as a Macomb County ISD Administrator; honed exceptional administrative skills in this yearlong leadership training.
* Designated to lead Northwest Evaluation Assessment (NWEA) Point Team from 2011 to 2015. Worked with teachers and administrators in designing professional development that ensured staff understood all aspects of initiative, including application in classrooms, exercising best practices, and interpreting data for individual students.
* Devised an employment round table that enabled students to learn from actual employers; demonstrated the skills necessary for successful job searches and interviews as the alternative high school Program Supervisor of the Employment Round Table from 2009 to 2014. Partnered with Michigan Works to educate students on employment etiquette and best practices.

**EDUCATION AND CERTIFICATIONS**

University of Michigan, Ann Arbor, MI • Education Specialist (EdS) Curriculum, Instruction, and Assessment

(In progress)

University of Phoenix, Tempe, AZ • Masters in the Art of Teaching in Secondary Education-Specialization in Educational Studies

(2015)

University of Michigan-Flint, Flint, MI • Bachelor of Arts in Secondary Education

(2009)

MME/ACT Test Administrator, 10 Years

Certified in The Center of Educational Leadership 5D+ Rubric for Instructional Growth & Teacher Evaluation

Certified in Training of the Charlotte Danielson Framework for Teaching

Pivot Software Trainer & Administrator

Certified in Strength Training for Youth & Families for Strength-Based Strategies

Certified in Conflict Management/Negotiations & Others

Coaches Advanced Program, CAP Certified

Charlotte Danielson Framework for Teaching Training

Center for Educational Leadership, University of Michigan-Flint College of Education, 5D+ Rubric for Instructional Growth and Teacher Evaluation Certified – Secondary Learning Programs

Resume written by [Erin Kennedy, CPRW](https://www.linkedin.com/in/erinkennedycprw/)