

[CLIENT NAME], Ed.D

New York, NY | [phone] | [email] | linkedin.com/in/[custom-url]

EXECUTIVE SUMMARY

Chief Academic Officer and Principal candidate with **20+** years building and leading instructional systems across the nation's largest public school district. Brings direct oversight of a **\$500,000** teacher preparation program and a record of measurable impact, including **29%** gains in engagement and **22%** gains in outcomes at **[Prestigious University]**, along with a **100%** hire rate for the **[Ambassador Campaign]** campaign. Holds dual **[State]** licensure as School District Leader and School Building Leader, an **Ed.D.** in Leadership, and advanced graduate study at **[Prestigious University 1]**, **[University 2]**, and **[International University]**. Grounded in outcomes-based accountability, data-driven teacher development, and disciplined execution, now stepping toward a school, network, or district leadership role where strategy and operations are led in one seat.

AREAS OF EXPERTISE

Academic Leadership	Teacher Development Systems	Operational Execution
Executive Academic Strategy	Teacher Recruitment & Retention	P&L and Program Budget Oversight
Curriculum Architecture	Teacher Pipeline Design	Outcomes Accountability
K-12 Literacy Strategy	University & District Partnerships	Change Management
Culturally Sustaining Pedagogy	DEI Strategy & Workforce Equity	Stakeholder & Board Engagement

PROFESSIONAL EXPERIENCE

EARLY ELEMENTARY EDUCATOR

[Year] – Present

[School Name], [District] Public Schools / [City, State]

Classroom placement following closure of the [Teacher Prep Program] and administrative reassignment through standard [District] placement protocol.

- Mentor a **[University]** student teacher through weekly coaching cycles, producing two formal university observations that exceeded program expectations.
- Deliver differentiated
- literacy and content-area instruction aligned to **[Framework 1]** and **[Framework 2]** frameworks, raising student performance across Tier 1 and Tier 2 cycles.
- Cultivate a strengths-based classroom systematically building phonemic awareness and foundational literacy.

PROGRAM DIRECTOR, [TEACHER PREP PROGRAM]

[Year] – [Year]

[Office Name], [District] Public Schools / [City, State]

Led citywide teacher preparation and workforce development strategy for the nation's largest public school system.

- Directed a **\$500,000+** annual program budget spanning recruitment, preparation, and retention initiatives across **[District]** public schools.
- Achieved a **100%** hire rate on the **[Year Range] [Ambassador Campaign]** cohort, designing candidate sourcing, pipeline, and retention protocols.
- Established university partnerships including **[University System]** campuses and private institutions, creating sustainable teacher preparation pathways.
- Mapped citywide staffing shortages through evidence-based workforce analysis, translating findings into recruitment strategy aligned to high-need subject areas and geographies.
- Advised senior **[District]** leadership on retention policy for historically underrepresented educator populations, influencing workforce planning across **[District]** schools.

CURRICULUM DEVELOPMENT SPECIALIST & WRITER

[Year Range]

[Prestigious University] & District-Wide Initiatives / [State 1] & [State 2]

- Redesigned district-wide social studies curriculum across **[State 1]** and **[State 2]** institutions, aligning content to state standards and reaching hundreds of students and teachers.
- Authored **[Discipline]** lesson frameworks for **[Prestigious University]**, driving **29%** engagement gains and **22%** improvement in student academic outcomes.
- Reviewed lessons for **[Prestigious University]**, grounded in inquiry-based learning and historical thinking.

SITE SUPERVISOR, [TEST PREP PROGRAM]

[Year Range]

[District] Public Schools / [City, State]

- Advanced teacher pedagogical growth and **[Specialized Admissions Test]** readiness through structured instructional coaching cycles.
- Partnered with the Office of Student Pathways and ELA/Math content leaders to develop equity-centered test preparation experiences reaching students annually.

- Expanded specialized high school access for historically underserved students, contributing to a strong acceptance rate into **[District]** specialized high schools.

U.S. HISTORY TEACHER, MIDDLE SCHOOL

[Year Range]

[District] Public Schools / [School Name]

- Transformed classroom instruction through standards-based curriculum design and inquiry-driven pedagogy, producing measurable gains in student academic outcomes.
- Generated student academic growth via targeted document-based inquiry practice on state Social Studies assessments.
- Developed rigorous, inclusive assessments centering student voice and historical thinking across diverse learner profiles.

PRIOR CAREER:

Financial services professional, licensed securities broker, before second-career transition into education.

EDUCATION

Ed.D, Leadership in Continuous Improvement | [University 1]

M.A.Ed., Childhood Education | [University 2]

B.A., History | [University 3]

Additional Studies: [University 4]; [International University]

CERTIFICATIONS & PROFESSIONAL TRAINING

[State]: School District Leader (SDL), School Building Leader (SBL), Social Studies 7-12, Childhood Education 1-6 Diversity, Equity & Inclusion Certification, ***[University 6]***

Creating Student-Centered Learning Environments, ***[Prestigious University]***

Leadership in Education Apprentice Program (LEAP), ***[District] Public Schools***

SERVICE LEADERSHIP

- [Professional Association 1]:** Executive Board Member; Education Committee Co-Chair
- [Professional Association 2], [University Chapter]:** Membership Committee Co-Chair; National Convention Liaison; Presenter and Judge
- [National Organization]:** Section Historian; Social Justice Chair
- [Media Organization]:** Inaugural Ambassador
- [Professional Association 3]:** Proposal Reviewer

AWARDS & HONORS

- Woman of Distinction, **[Professional Association 1]**
- Inaugural Trailblazer Award, **[Community Council]**
- Distinguished Education Fellow, **[Professional Association 2]**
- Doctoral Student of the Month, **[University 1] ([Month Year])**
- White House History Scholar

SPEAKING & FEATURED APPEARANCES

- Featured Guest and Moderator, **[National TV Show] ([Media Organization])**
- Panel Moderator, **[Event 1]**
- Panel Moderator, **[University Chapter] [Event 2]**
- Speaker, **[Organization] Event at [Museum]**
- Speaker, **[Organization] Event at [Historic University]**