

Eleanor Tallman, M.Ed

999.999.9999 | Cleveland, OH 44115 | etallman@gmail.com | linkedin.com/in/eleanortallman

QUALIFICATIONS FOR ASSISTANT SCHOOL PRINCIPAL

TOOLS FOR TRANSITION SAMPLE RESUME

Fully prepared to step into the role of Assistant School Principal, leveraging 17 years of complete teaching experience in both general and Judaic studies. Creates a clear vision on school mission, performance and culture. Takes an active role in representing the school to parents and community. Serves as a transformational leader who guides staff members to develop and maintain collaborative relationships.

Brings special expertise in developing real life applicability to curriculum, and in building creative and differentiated assessments. Structured, systematic, and highly skilled at fostering cooperation among all faculty members. Exhibits sound knowledge of supervisory practices, classroom management strategies, and appropriate student discipline.

- **Winner of 2013 Confidential “Distinguished Educator” award** from a confidential education association. Demonstrated expertise in classroom instruction by creating engaging student presentations. This required administrative recommendation as well as class observation by a judging panel.
- **Curriculum Development:** Created new writing program including scope, sequence, benchmarks and conference forms for writing in grades 4 – 6. Conducted extensive meetings with co-workers on how to balance the needs of teachers, students, and school scheduling constraints. Established common tools, vocabulary and expectations to enhance student performance, including differentiation requirements.

AREAS OF KNOWLEDGE AND EXPERIENCE

ADMINISTRATION

Administrative Policies
Attendance Monitoring
Budget Analysis

Counselor Relations
Safety / Security Programs
SMART Board Whiteboards

Standards of Conduct
Student Discipline / Welfare
Technology Integration

FACULTY RELATIONS / ACADEMICS

Classroom Management Strategies
Standard-Based Curriculum Writing
Educational Programs

ERB Testing Programs
Supervisory Practices
Teacher Evaluations

Teacher Mentoring
Teaching Methods
Teacher Instructional Programs

STUDENT PROGRAMS / PARENT LIAISON

Athletic / Arts Programs
Extracurricular Activities

Parent Involvement
Exceptional Students

Special Programs
Student Government

PROFESSIONAL BACKGROUND

CONFIDENTIAL DAY SCHOOL, Cleveland, OH.....2007 – Present

5th Grade Teacher

Cultivates a safe, supportive, and secure learning environment to foster the academic, social, physical, emotional and cognitive growth of students.

- **Academic Teaching Style:** Elicits and develops critical thinking skills. Evaluates student comprehension and progress, administers standardized and district tests, and accurately interprets results. Employs a variety of teaching methods and techniques to accommodate diverse learning styles.

TOOLS FOR TRANSITION SAMPLE RESUME

CONFIDENTIAL DAY SCHOOL (Continued)

- **Curriculum:** Creates and administers lesson plans, tests and assignments. Delivers instruction in accordance with specific curriculum objectives for Writing, Social Studies and Language Arts subjects.
- **Teaching Accelerated Students:** Develops special enrichment projects to make higher-end students stretch. For example, created a unit on Shakespeare with integrated technology, as well as a specific study of literature to meet the needs of students who required an extra challenge.
- **Student Issues and Concerns:** Applies outstanding interpersonal skills toward partnering with parents, guardians, teachers, counselors, and administrators for swift resolution of academic or behavioral issues.
- **Faculty Leadership:** Proactively serves on Faculty Council and as Faculty Advisor to Student Council.
- **Technology:** Resourcefully integrates technology into curricular initiatives to enhance delivery, impact, and comprehension of lessons. Exhibited considerable leadership and initiative in piloting a recent student laptop program.
- **Special Needs Students:** Uses specific training and experience to actively assist, encourage, and motivate students with specific learning disabilities.
- **Academic Programs:** Devised and facilitated a ten-day reality show featuring students competing in teams for all academic subjects.

CONFIDENTIAL TEMPLE, Cleveland, OH.....2000 to 2007

Religious School Teacher

Demonstrated excellent versatility in teaching grades 3, 6, 7, 8, 9, and adult education for both secular and religious studies. Created, adapted, and delivered lesson plans, activities and assignments, strategically drawing upon broad-based teaching approaches to maximize comprehension. Leveraged energy and enthusiasm to engage younger students and to retain their interest in learning.

EDUCATION / CREDENTIAL

Confidential University
Masters in Education Administration, 2007

Confidential University
Bachelor of Science in Psychology, Minor in Education

Professional Clear Teaching Credential – Elementary level