

[First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Experienced **Principal** with a strong record of leading school-wide academic initiatives, improving student outcomes, and fostering inclusive, data-informed learning environments.]

[Proven ability to build high-performing instructional teams, manage complex budgets and operations, and partner effectively with families and community stakeholders.]

[Skilled in **instructional leadership**, strategic planning, and change management, with a focus on equity, positive school culture, and continuous improvement.]

PROFESSIONAL EXPERIENCE

[Principal] | [ABC Public School]

[August 2018] – [Present]

[City, State]

- [Led a K–8 school of approximately [650] students and [70] staff, implementing a comprehensive school improvement plan that increased overall student proficiency by [15%] in reading and [12%] in math over [3] years, as measured by state assessments.]
- [Implemented a data-driven instructional coaching model, conducting regular classroom observations and feedback cycles, resulting in a [25%] increase in teachers rated “effective” or higher on district evaluation rubrics within [2] years.]
- [Directed school operations including a [\$X.XM] annual budget, staffing, scheduling, and safety protocols, maintaining [98%+] student attendance and reducing disciplinary referrals by [30%] through restorative practices and positive behavior supports.]

[Assistant Principal] | [XYZ Middle School]

[July 2013] – [July 2018]

[City, State]

- [Supervised and evaluated [35+] teachers across core and elective subjects, using instructional walkthroughs and coaching cycles to support adoption of [standards-based] curricula and formative assessment practices.]
- [Co-led the development of a multi-tiered system of supports (MTSS), aligning academic and behavioral interventions; reduced course failure rates in core subjects by [18%] and office discipline referrals by [22%] over [3] years.]
- [Coordinated master scheduling, assessment logistics, and professional development days, ensuring compliance with district and state requirements while maximizing instructional time and collaborative planning opportunities.]

EDUCATION

[Master of Education in Educational Leadership] | [University Name]

[Graduation: May 2012]

[City, State]

- [Relevant Coursework: School Law, Finance & Budgeting, Instructional Supervision, Organizational Change, Data-Driven Decision Making]

[Bachelor of Arts in Education / Content Area] | [University Name]

[Graduation: May 2006]

[City, State]

- [Certification: [State Teaching License, Grade Level/Subject Area]]

SKILLS

Leadership & Management

- [Instructional Leadership & Coaching]
- [Strategic Planning & School Improvement]

- [Staff Supervision & Evaluation]

Operational Expertise

- [Budgeting & Resource Allocation]
- [Scheduling & School Operations]
- [Safety, Compliance & Policy Implementation]

Culture & Communication

- [School Culture & Climate Building]
- [Family & Community Engagement]
- [Conflict Resolution & Collaborative Problem-Solving]

PROJECTS & KEY INITIATIVES

[School-Wide Literacy Improvement Initiative] | [ABC Public School]

[2020] – [2023]

- [Designed and led a multi-year literacy initiative integrating tiered interventions, guided reading, and cross-curricular literacy strategies; increased the percentage of students reading on or above grade level by [18%] across grades K–8.]
- [Facilitated quarterly data meetings with grade-level teams to review assessment results, adjust interventions, and monitor progress, resulting in more targeted support for students in the bottom quartile.]

[Positive Behavior & Restorative Practices Program] | [XYZ Middle School]

[2015] – [2018]

- [Co-developed and implemented a school-wide positive behavior framework incorporating restorative circles, clear expectations, and recognition systems, leading to a measurable decrease in suspensions and improved school climate survey results.]
- [Provided professional development for teachers and support staff on restorative approaches, de-escalation techniques, and culturally responsive classroom management.]