

JOHN H. SMITH

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Career Target:

HUMAN RESOURCES LEADERSHIP

Providing students with exceptional learning opportunities by creating a diverse, fair, and compliant professional environment for administrators, educators, and staff

STAFFING & EMPLOYEE RELATIONS

Hands-on experience recruiting, hiring, and on boarding qualified educators and staff who contribute to diverse, well-balanced teams. Skilled listener and problem solver with the ability to quickly and fairly mediate and resolve conflicts.

PERFORMANCE IMPROVEMENT

Extensive career in educational administration and background in teaching provides real-world knowledge of the challenges and rewards of this industry. Expert in applying appropriate coaching and/or discipline needed to enhance performance.

INVESTIGATIONS & COMPLIANCE MANAGEMENT

History of working with the Chief Human Resources Officer (CHRO) on sensitive employment law and compliance issues, and advising administrators on staffing and disciplinary matters. Systematic approach to conducting investigations.

AREAS OF EMPHASIS

- ✓ 30+ Years in Education (15 Years in Administration)
- ✓ Hands-on Experience in Recruiting, Staffing & Orientation
- ✓ Training & Development
- ✓ Clear, Forthright & Consistent Communication Style
- ✓ Familiar with Employment Law
- ✓ Adept at Managing Performance & Compliance Issues

PROFESSIONAL EXPERIENCE

Callahan Central School District

Principal, Blue Hill Academy for the Arts ▪ 2/20xx to Present

Earned promotion to manage and oversee all operations including staffing, personnel administration, curriculum and instruction, performance management, student and parent relations, security, safety, and facility maintenance. Hire, train, and supervise teaching; support staff with a collaborative approach to leadership. Provide discipline when necessary.

*Recognition: Provided clear vision and direction, which paved the way for the **Callahan Central Schools of Distinction Award** (reserved for only 3 schools nationwide).*

Hiring & Orientation:

- Recruited and developed a dynamic team of employees; many teachers and staff members have become leaders within the district, serving on committees, leading cohorts, and taking on responsibilities as teaching coaches.
- Planned and organized district-wide recruitment activities to attract top talent, and facilitated orientation programs.
- Hired 3 trilingual and 2 bilingual staff to meet the needs of highly diverse student population, and placed the right people in the right positions to bolster the success of both employees and students.

Training, Development & Employee Counseling:

- Designed and delivered professional training and development programs for certified and support staff.
- Created a culture of respect and accountability, resulting in high staff retention; achieved 100% retention of the district custodian team for the past 9 years.
- Served as accessible liaison and point of contact for resolving employee-relations issues and answering questions regarding Family Medical Leave Act (FMLA) benefits.

Performance Management:

- Developed individualized competency-based plans for job improvement and conducted personnel conferences with employees regarding performance, and complied with district policies (and employment laws) by following succinct, thorough written correspondence.

JOHN H. SMITH

— PAGE 2 OF 2 —

- Supervised and recommended employment, discipline, and dismissal of employees, often working with the CCHRO and legal counsel on investigations and sensitive situations.

Assistant Principal, Blue Hill Academy for the Arts ▪ 1/20xx to 10/20xx

Managed and supported best instructional practices to establish and maintain an environment that provided unique opportunities for student learning as well as teacher/employee development. Provided performance management through classroom observations, lesson-plan reviews, and staff meetings. Managed test administration security.

- Participated in job fairs and university recruitment programs (State College, University of Florida, and Morgan University) to hire qualified, committed teachers and employees for the district.
- Increased parent engagement by organizing workshops and programs that appealed to volunteers.

Florida Department of Education

Teacher Specialist On-Site, Orange County Schools ▪ 3/19xx to 9/20xx

Collaborated with faculty to provide year-long, job-embedded professional development through co-teaching, demonstrations, and on-the-job coaching. Partnered with principals and teachers to review performance and discuss opportunities for improvement. Developed instructional mini-conference with breakout sessions for additional faculty development.

Callahan Central School District

Student Services Coordinator / Assistant Principal, Langston Elementary ▪ 4/19xx to 8/19xx

Shifted from teaching to administrative position to provide a positive, welcoming, and growth-oriented setting for students, faculty, and staff. Played key role in recruiting functions. Inspired and enabled excellence in curriculum and instruction.

PRIOR EXPERIENCE

Teacher (“Rookie of the Year” and “Teacher of the Year”), Callahan Central School District, Roosevelt Elementary

Teacher, Putnam County Schools, Johnson Primary School

EDUCATION

University of Florida

Master of Education (MEd) in Educational Administration

State College

Bachelor of Arts (BA) in Early Childhood Education

Professional Affiliations:

Florida Association of School Administrators (FASA)

National Education Organization (NEO)

Association for Supervision and Curriculum Achievement (ASCA)

National Title A Association

Society for Human Resource Development (SHRD)

Select Honors & Awards:

Florida School Boards Association Conference, Arts Unlimited, 20xx

Roosevelt Silver School Award, 20xx

Resolutions from Florida Senate and Putnam County Council, 20xx

Joseph Center for the Performing Arts Schools of Development, 20xx

Nationally Distinguished Title A School Award, 20xx

Langston Gold School Award, 20xx

Teacher of the Year, 19xx