

Jane Smith

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PROFESSIONAL PROFILE

- Professional with nine years of teaching experience at the elementary level
- Highly skilled and motivated educator with excellent communication and organizational skills
- Team player that has worked collaboratively with faculty and staff throughout nine years of teaching
- Created and implemented professional development workshops and mentored student teachers
- Visionary leader that possesses firsthand knowledge of curriculum development
- Trustworthy professional that understands the importance of creating an environment that fosters the love of learning for both teachers and students.

CERTIFICATIONS

School Superintendent Certification

School Leadership Certification

New Jersey Teacher Certification with Advanced Standing Elementary Education P-6, English P-6

Reading Specialist Certification

ADMINISTRATIVE EXPERIENCE

Montclair Public Schools, Montclair, NJ

Participant - Montclair Leadership Academy

December 2018- Present

- Assisted the athletic director with administrative tasks
- Helped facilitate wrestling coach interviews
- Updated and organized coaching handbook for staff

Superintendent Intern - Central Office

May 2019 - August 2019

- Analyzed state testing data
- Compiled information about the data to be used with the teachers for professional development and PLC groups

Principal Intern - Bradford Avenue School

January 2019-May 2019

- Created staff schedule for half days and delayed openings for the 2019-2020 school year
- Organized and implemented charity event collaborating with teachers, staff and students
- Developed and facilitated a teacher in-service workshop-*Differentiated Instruction in the Classroom*
- Assisted the principal in issues of discipline, supervision, maintenance, and hiring
- Coordinated with the parent association on school wide events

RELATED EXPERIENCE

Montclair Public Schools, Montclair, NJ

Teacher Evaluation District Advisory Committee

June 2018- Present

- Attended information sessions about various evaluation models
- Attended Marzano training with principals and supervisors regarding using the computer component of the evaluation system
- Promoted the district's vision and expectations of the teacher evaluation system

Curriculum Council

September 2018- Present

- Acted as a liaison to bring building questions to the committee
- Promoted district initiatives at the building level

Report Card Committee Member

September 2018- June 2019

- Work as a liaison between the third grade team and the committee
- Collected sample report cards from other districts
- Compiled and organized necessary information to be put on the report card
- Developed a training workshop for faculty and staff to implement an on-line report card

Subject Matter Leader

September 2010- June 2017

- Attended meetings with the Superintendent and Curriculum Director to analyze and ensure continuity of the curriculum
- Worked with other members of the curriculum team to create and update science and math curricula for the district

- Acted as a liaison between the curriculum team and the Brookdale Avenue staff
- Attended *Understanding by Design Workshops* for developing curriculum
- Met with publisher representatives and piloted programs for Math and Science

Administrative Assistant Interview Committee

May 2018- June 2018

- Reviewed resumes and created questions for the interviews
- Assisted in conducting interviews and making the final selection

Summer Performance Assessment Committee

July 2016

- Created a performance assessment that was implemented in the third grade

WORK EXPERIENCE

Montclair Public Schools, Montclair, NJ,Third Grade Teacher - Bradford Avenue School

September 2014-Present

- Instruct the third grade curriculum, creating and developing programs to meet the academic, intellectual and social needs of students
- Differentiate instruction to meet the needs of all learners and challenge students on all levels
- Communicate regularly with parents to discuss student progress
- Collaborate with the Child Study Team to establish goals for special needs students
- Create and implement modifications to meet IEP goals
- Work in partnership with other grade level teachers to establish programs that are in line with the Common Core
- Incorporate technology into daily curriculum

JV Boys and Girls High School Tennis Coach

September 2015- Present

- Work with high school students on the fundamentals of the game
- Run parent and player meetings

Summer Enrichment Teacher

June 2015- Present

- Developed and implemented interactive enrichment activities that included critical thinking and higher order thinking skills

Legislative Action Team, Verona Education Association

September 2017-Present

- Attend bi-weekly board meetings keeping the association aware of upcoming events and news.

Enrichment Cluster Facilitator

Spring 2016- Spring 2019

- Developed and facilitated a cluster that challenged students to discover the different aspects of running a business

Fourth Grade Teacher – Bradford Avenue School

September 2012- June 2013

- Designed and implemented lessons for all academic subject areas to meet curriculum standards.

Ridgewood Ave School, Glen Ridge Public Schools, Glen Ridge, N JFifth Grade Teacher

September 2011-June 2012

Junior Varsity Cheerleading Coach

November 2011-February 2012

EDUCATION

Montclair State University, Montclair, NJ*Masters of Arts in Educational Leadership, August 2019*

GPA 3.97

*Masters of Arts in Reading, December 2016***The College of New Jersey, Ewing, NJ***Bachelor of Science in Education – Majored in English, December 2010***ACCOMPLISHMENTS AND TRAINING**

- Awarded two Montclair Foundation for Educational Excellence Grants
 - First grant purchased a SMART board for classroom instruction
 - Second grant purchased Social Studies literature
- Trained in Understanding By Design
- Trained in Reading and Writing Workshop