

SAM SMITH, PHD

123 Any Street • Any Town, USA 12345

Mobile Telephone: 123.456.7890 • Home Telephone: 123.456.7890 • Email: samsmith@hotmail.com

EXPERIENCED ADJUNCT PROFESSOR, EDUCATOR & ADMINISTRATOR

Desired Teaching Field: Sociology

PROFESSIONAL PROFILE

A compassionate, results-driven, and performance-oriented Educator with a demonstrated understanding of working with mainstream and diverse student populations and developing and implementing various curricula based on state and federal educational standards and requirements. An effective and resourceful motivator, team-builder, and facilitator with exceptional communication and presentation skills possessing an innate ability to perform accurate student assessments and conceptualize and employ individualized education plans. Self-reflective, life-long learner and leader committed to establishing and maintaining solid relationships with the administration and students, continuing teacher education initiatives, and advancing organizational goals and objectives. Exceptional interpersonal, organizational, analytical, troubleshooting, and critical-thinking skills. Superior written, oral, and technical aptitude. Microsoft Office proficient. Fluent in French.

CORE COMPETENCIES

- *Program Planning/Management*
- *Curriculum Modification*
- *Special Education Inclusion*
- *Content-Area Knowledge*
- *Individualized Instruction*
- *Instructional Development*
- *Cooperative Learning*
- *Academic Goal-Setting*
- *Staff Training/Leadership*
- *Student/Career Advising*
- *Performance Review/Assessment*
- *Group Collaboration/Facilitation*
- *Testing/Textbook Coordination*
- *Integrated Instructional Units*
- *Grant Research & Writing*

EDUCATION

PhD in Higher Education Administration - University of North Texas, Denton, Texas

Masters of Public Administration - University of Texas, Tyler, Texas

Bachelor of Science in Business Administration - University of Texas, Tyler, Texas

HONORS

- Winner, Teacher of the Year, 2002
- Acknowledged as a "Who's Who in American Universities and Colleges"

DESIGNATIONS

- Texas State Public Teachers Certificate - Identification Number: 123456
- Generic Special Education Certification (K-12) ▪ Teacher, Any Town USA Independent School District

SELECTED PROFESSIONAL LEADERSHIP EXPERIENCE

- Teacher Trainer, ABC Company, Any Town USA, 2004
- Special Education Department Chair, ABC Company, Any Town USA, 2002, 2003, and 2004
 - Test Coordinator, ABC Company, Any Town USA, 2002, 2003, and 2004
- Member, Campus Instructional Leadership Team (CILT), ABC Company, Any Town USA, 2002 and 2003
- Member, Campus Management Council (CUC), ABC Company, Any Town USA, 2002 and 2003

PROFESSIONAL DEVELOPMENT/SPECIALIZED TRAINING

- Attended Numerous Staff Development Seminars and Workshops for Professional Growth

PROFESSIONAL CHRONOLOGY

ABC Company <i>Teacher/Department Head - Special Education</i>	Any Town, USA	Aug. 1995 - Aug. 2011
ABC Company <i>Adjunct Professor of Sociology/Lecturer - English as a Second Language (ESL)</i>	Any Town, USA	Aug. 2005 - Aug. 2010
ABC Company <i>Teacher/Special Education Teacher</i>	Any Town, USA	Aug. 2007 - May 2008
ABC Company <i>Teacher - Behavior Unit (Aug. 2005 - Jun. 2007)</i> <i>Teacher - Special Population/Resource Math (Aug. 1993 - Aug. 2005)</i>	Any Town, USA	Aug. 1993 - Jun. 2007

KEY QUALIFICATIONS/HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

- Winner, Teacher of the Year, 2002.
- Three (3) Time Grant Award Winner, ABC Company, 2001, 2002, and 2003.
- Winner, Teacher of the Year, ABC Company, 2002.
- Recognized for “Dedication Above and Beyond the Call of Duty,” ABC Company, 2001.
- Originated and introduced “Mathematics as an Innovative Teaching Tool” for special education students; earned an ABC Company Grant in the Any Town, USA Public School District, 1997/1998.
- Selected to teach three (3) teacher training courses: Behavior Management Techniques, Cooperative Learning Techniques, and Accelerated Learning Techniques, 2004.
- Authored numerous published journal articles on Student Retention, At-Risk Students, and Special and Minority Education.
- Educator in secondary and post-secondary settings with strong academic and experiential background in management, sociology, behavioral sciences, special education, and curriculum building; focus on curriculum, social inquiry, psychology, communications, and research methods and design.
- Taught a full academic curriculum (reading, writing, and communications); fostered a sense of curiosity and interest.
- Planned and instructed each subject area using a wide-variety of teaching aids, motivational, and implementation strategies to engage students in active learning; enhanced student academic and social growth by using varied teaching strategies and techniques including whole group, individual, and small group lessons and teacher modeling to provide a solid academic foundation and positive attitude toward education.
- Experienced building academic remediation and recovery strategies and teaching and facilitating learning in multiple settings with diverse student groups; strong capacity for differentiation of instruction to reach all learners.
- Incorporated learning modality principles into classroom and individual instruction; developed and conducted inter-grade activities.
- Effectively engaged the children in small group instruction, focusing on each individual’s personal most successful style of learning.
- Created yearly coursework including the selection of teaching materials; rapidly developed and adjusted lesson plans that were developmentally appropriate and met state standards.
- Employed kinesthetic, visual, and auditory approach to make lessons interesting and interactive; actively engaged the students through the use of music, movement, and literature.
- Completed lesson plans online weekly and administered quarterly testing; submitted all information/results electronically to administration.
- Assisted in the development, validation, and enhancement of curricula.
- Employed a broad spectrum of assessment tools to measure students’ progress in learning; delivered feedback in ways that furthered their learning and spoke to each individual’s growth areas.
- Introduced hands-on tools (computer technology, field trips, etc.) to improve classroom interest and retention.
- Adept to new technologies; demonstrated knowledge of the internet and software applications such as Microsoft office, E-Class, PowerPoint, SmartBoard, and other educational programs.
- Effectively counseled students and parents on goals, objectives, and plans.
- Recipient of numerous letters of appreciation from parents for dedication and effort.

COMMUNITY INVOLVEMENT

- High School Soccer Coach ▪ Social and Drama Director

PROFESSIONAL AFFILIATIONS

- Association of Public Administrators ▪ Sociology Association of America

References Furnished Upon Request