
CURRICULUM SUPERVISOR RESUME

Objective:

Prepared to remain long term with the right company as Curriculum Supervisor.

Highlights of Qualifications:

- Strong accomplished experience in classroom instruction and supervisory
 - Skilled in curriculum writing, strategic planning, conference planning and language acquisition
 - In-depth knowledge in drafting specific, appropriate, effective, measurable IEP goals and objectives
 - Sound knowledge of educational and office technology
 - Proficient in word processing, databases, spreadsheets, email, and voicemail
 - Familiarity with a variety of eLearning, online collaboration, and web-based technologies
 - Ability to evaluate instructional programs and teaching effectiveness
 - Remarkable ability to draft curriculum
 - Strong communication skills
 - Excellent leadership, management and motivational skills
 - Good interpersonal skills
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Professional Experience:

Curriculum Supervisor, August 2005 to till date
Milton Hershey School, Glocester, RI

- Identified district curriculum needs and provided a program of activities that coordinated with other sites.
- Encouraged and arranged for regional staff development.
- Identified problems relating to district-wide instructional programs and worked with curriculum coordinators to develop recommendations for staff development.
- Liaised with Special Education training and consultation staff, to facilitate a holistic approach to school programming.

Curriculum Supervisor, June 2002 to July 2005
Parkland School District, Glocester, RI

- Assisted in development and training for school activities.
 - Ensured adherence to learning needs of all students in preparing course content and goals.
 - Collected quantitative and qualitative data from Assessment coordinator and Professional Development Coordinator.
 - Identified strengths and weaknesses in programmed achievement.
 - Assisted Academic Admin Manager on preparation of reports on academic activity.
 - Ensured proper maintenance of academic record systems as per program standards.
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Education:

Bachelor's Degree in Education, Ferrum College, Ferrum, VA

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