
High School Dean Resume

Job Objective

To obtain a High School Dean position that fully utilizes my experience and abilities.

Highlights of Qualifications:

- Hands-on experience in providing education to adults living in urban areas
 - Immense knowledge of learning theory and curriculum development
 - Exceptional knowledge of current trends and research activities
 - Ability to interpret and implement various rules and regulations
 - Ability to administer various teaching activities within high school environment
 - Familiarity of maintaining an efficient and innovative programming
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Professional Experience:

High School Dean
Aurora Public Schools – Aurora, CO
August 2012 – Present

Responsibilities:

- Participated in various parent conferences and resolved various parent related issues.
 - Coordinated with counsel and provided efficient resolution for instructional problems.
 - Evaluated various activities in coordination with the instructional staff members.
 - Provided training and supervised work of various individuals such as collecting data.
 - Analyzed attendance records and provided regular and accurate update.
 - Supervised various school meetings especially for high school meetings.
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High School Dean
The Catalyst Schools – Chicago, IL
May 2009 – July 2012

Responsibilities:

- Organized pre and post observation conferences and scheduled activities.
 - Coordinated with School Director and ensured optimal quality for various classes.
 - Designed appropriate growth plans and recommended appropriate improvement objectives.
 - Prepared and implemented various strategies to achieve objectives of academic programs.
 - Developed and maintained professional relationship with administrative leadership team.
 - Evaluated the performance of teachers and developed curriculum in coordination with school director.
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Education:

Master's Degree in Higher Education Administration
University of California, Los Angeles, CA

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