

Melissa Whitehead: Principal/School Leader Candidate

Melissa is a graduate of University of Delaware where she also played lacrosse on a scholarship. Following her undergrad, Melissa obtained her Masters in School Leadership from Wilmington University. She is currently working towards her Doctoral degree in Educational Leadership which she will complete in 2014. Melissa has a wide range of educational experience which includes teaching a variety of grades, Dean of Curriculum and Instruction and currently she is a Data Coach for the State of Delaware. Along with her teaching certification, Melissa also holds certificate as a Principal, Assistant Principal and School Leader I. Melissa has demonstrated her passion, drive and results oriented leadership philosophy. She has greatly contributed to the success of students and teachers within her school on achieving personal and school wide goals. It is evident that Melissa is committed and motivated to assist in building the foundation of PCC and continuing to contribute her success as the schools' leader.

Melissa A. Whitehead

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Objective: To obtain a school administrative position that allows me to utilize my educational leadership skills and knowledge.

Education

Doctor of Education: Educational Leadership	2011-Present
Wilmington University Wilmington, DE	
Master of Education: School Leadership	2009-2010
Wilmington University Wilmington, DE	
Bachelor of Science in Human Resources, Education and Public Policy	
Minor in Coaching Science	
University of Delaware Newark, DE	2004-2008

Relevant Experience

Wireless Generation	Wilmington, Delaware
<i>Educational Data Instructional Coach</i>	2012-Present

- Coach small groups of teachers and/or instructional coaches in analyzing data and using data to differentiate instruction.
- Facilitate meetings of Professional Learning Communities.
- Observe teacher practice and provide feedback to individual teachers.
- Support teachers in the use of state and local data systems.
- Support school-based data coaches and school and district leadership teams.
- Travel to assigned schools to deliver services and build strong relationships with administrators and teachers.
- Provide regular written status reports to project management team.

Delaware College Prep Academy

Wilmington, Delaware

Delaware College Prep Academy is a K-5 Charter school with a Math and English Language Arts Focus. (Student population: 275, Teaching Staff: 25)

Administrative Experience

2011-2012

Curriculum and Instruction

- Analyze and evaluate current curriculum, including research and development of best practices, develop math scope and sequence, ELA, and standard based assessments according to prioritized standards established by the state. Coordinated and administer whole school Delaware Comprehensive Assessment System (DCAS) and Measures of Academic Progress (MAP).
- Collect, analyze and present test score data to school staff, parents and school board. Lead grade level team meetings and worked one on one with teachers to use data to develop data driven lessons.
- Organize and lead Professional Development for all teachers on best practices, curriculum, classroom management, team building and data analysis. Collaborated with data coach to plan and schedule data professional development sessions.
- Observe, evaluate and offer feedback to teachers through Delaware Performance Appraisal System (DPAS II), informal observations and walk throughs.
- Conduct teacher interviews and hire new teachers
- Developed K-4 daily schedule, school calendar and planned school events such as curriculum night, DCAS information night and open house.
- Collaborate with student support and Special Education to manage behaviors. Supported and attended IEP, 504 and behavior plan meetings.

Attachment 2: Principal/School Leader Candidate Resume

- Trained teachers and lead implementation for Response to Intervention
- Write Grant(s) - Local Education Agency (LEA) grant (\$186,000), Longwood gardens grant (\$250,000), 21st Century grant
- Northwest Evaluation Association (NWEA) Test Coordinator
- Delaware Comprehensive Assessment System (DCAS) Test Coordinator
- Science Training/Kit Coordinator
- Read to Succeed Program Coordinator
- Homeless Liaison
- Individuals with Disabilities Program Coordinator
- Title I, Part A Making High Poverty Schools Work Coordinator
- Title II, Part A: Teacher and Principal Training and Recruitment Coordinator
- Professional Development Management System Coordinator

Delaware College Preparatory Academy

Wilmington, Delaware

Teaching Experience

2008-2012

Second grade teacher

- Implement second grade curriculum for Math, English Language Arts, Science, Social Studies, Spanish and Character Development
- Use student data to create rigorous standard-based unit and lesson plans

First grade teacher

- Implement first grade curriculum for Math, English Language Arts, Science, Social Studies and Character Development
- Use student data to create rigorous standard based unit and lesson plans
- Create first grade Social Studies scope and sequence

First and second grade Team Leader

- Lead professional development and team meetings to overcome challenges and review data to increase student achievement
- Develop Math Scope and Sequence for K-5
- Coordinate with administration to create curriculum and school schedules
- Organize school wide activities for fall, winter, and 100th day of school festivals

Northwest Evaluation Association Test Coordinator

- Input all students K-2 into Northwest Evaluation Association data base
- Lead Professional Development on proctoring the Measure of Academic Progress (MAP) Testing
- Create Proctoring guidelines and instructions for teachers

Board Member

2008-2010

- Teacher representative on the school board
- Attended all board meetings, executive sessions, retreats and served on the academic accountability committee.

Family Foundations Academy,

New Castle, Delaware

2010- 2011

Family Foundations Academy is a K-7 charter school which hosts approximately 600 students and 40 staff members.

Data Analyzer for grades K-7

- Analyze Delaware Comprehensive Assessment System (DCAS), Measure of Academic Progress (MAP), curriculum and discipline data. Developed presentations of the data along with school improvement plans for increase assessments results and presented to staff and school board.
- Facilitate and lead professional developments on Response to intervention, common core

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standards, data analysis and goal setting. Lead grade level team meetings and one on one teacher meetings to help analyze and identify strengths and areas of improvement to increase student achievement

- Coordinate and Monitor Saturday Academy
- Collect and analyze teacher data binders, Response to intervention goals and class goals

Third Grade Teacher

- Implement third grade curriculum for Math, English Language Arts, Science and Social Studies
- Use student data to create rigorous standard based unit and lesson plans. Analyzed individual student data to integrate data driven instruction specific to students needs
- Prioritize third grade standards to create a rigorous pacing guide and scope and sequence.

Mentor

- Mentor first year teachers in cycle 1 of the State of Delaware Mentoring Program
- Observe and work with teachers to improve classroom environment

Additional Experience

Delaware Department of Education

June 2011

Science Standard Extensions Panel

- Collaborated with teachers and the Delaware Department of Education in writing extended common core science standards that meet the needs of special education students.

Delaware Interscholastic Athletic Association

2008-2011

Chairperson for Academic All American

- Coordinated nomination process for Academic All American candidates
- Selected based on set criteria nominees that qualified for Academic All American Award
- Presented players throughout the state of Delaware Academic All American Awards

Rippin' Rope Lacrosse

2008-2011

Girls Director

Charter School of Wilmington Wilmington, Delaware

Varsity Head Coach

2008-

2010

Professional strengths:

- in-depth knowledge of budget, curriculum and performance standard development
- Excellent leadership qualities and team building skills
- In-depth knowledge of classroom evaluation and school administration in compliance with Delaware Educators Association (DEA).
- Excellent written and verbal communication skills
- Experience in program assessment and evaluation
- Excellent management and organizational skills

Licenses:

Granted by the State of Delaware:

Principal/Vice Principal License K-8

January 2011

School Leader I

January 2011

General Elementary K-6

January 2009

Certificates:

- eLearning Certification in Improving Reading and Writing in Content Standards, Visual Learning Strategies in the Classroom and Fostering Innovation and Creativity in the Classroom.
- Certification earned as a Delaware Comprehensive Assessment System (DCAS) test administrator.
- Certification earned in all cycles of Learning Focused.
- Certification earned in Math and English Language Arts Common Core training.

Skills, Hobbies and Interests:

Division I Scholarship Varsity Lacrosse Athlete, University of Delaware

2004-2008