

## Secondary Teacher Resume Sample

**DONALD BOCCIO**  
**221 College Street**  
**Any City, State 12345**  
**(101) 555-0009 (home)**  
**(101) 555-0089 (work)**

**OBJECTIVE:** High School Principal

**EDUCATION:** Point Park College, Pittsburgh, Pennsylvania  
M.S. Degree - Educational Administration - May 2000  
Thesis: "Personal Selection Factors: Criteria and Process for Screening"

Claremont Graduate School, Claremont, California  
Scholar-in-Residence Summer Program, 1999  
Topic: Educational Administration in Urban Schools

Slippery Rock University, Slippery Rock, Pennsylvania  
B.S. Degree, Physics, 1992  
Summa cum laude

**ADMINISTRATIVE EXPERIENCE:** **High School Assistant Principal**, Oliver High School, Pittsburgh, Pennsylvania, 1995-present

- Direct responsibility for the supervision of the computerized records management system including grade reporting attendance and permanent records.
- Implemented student disciplinary procedures for fifty percent of the student body: also included follow-up and parental conferences.
- Conducted performance evaluations of the science and math faculty members.
- Supervised day-to-day instructional budget operation.
- Worked closely with the Allegheny County Sheriff's Liaison Program.
- Involved with the Pittsburgh Center for Alcohol and Drug Services.

**TEACHING EXPERIENCE:** **Physics Teacher**, Oliver High School, Pittsburgh, Pennsylvania, 1992-1995

- Taught Physics, Science Research and AP Physics.
- Sponsored the Science Club and organized the Space Fair.

**ACTIVITIES & AFFILIATIONS:**

- Strategic Planning Action Team Member, 1998.
- Negotiation Team Member for Pittsburgh Administrators' Association, 1998.
- Co-Chair of Discipline Review Committee, 1997.

**CREDENTIALS ON FILE:**

- NCA Steering Evaluation Committee Member, Oliver High School, 1997.
- Pittsburgh New Schools Development Corporation Regional Member, 1996-1997.
- Chair, Vocational Education Study Committee, 1996.
- Co-Chair, Site-based Management Committee, 1994-1995.
- President, Pittsburgh Science Association, 1995.
- National Association of Secondary School Principals.
- School Administrators of Pennsylvania.

Teacher Career Center  
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