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# Sample Resume For School Principal Secretary Position

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Your First Year as Principal  
 The National Elementary Principal  
 Being and Becoming a Principal  
 The Charter School Principal  
 The Framework for Teaching Evaluation Instrument, 2013 Edition  
 The Effective Elementary School Principal  
 Leadership  
 Effective Principal, Effective School  
 Resume Writing Made Easy  
 The Three-Minute Classroom Walk-Through  
 Staffing the Principalship  
 The Public School Principal  
 The Principal Portfolio  
 The Aspiring Principal 50  
 The Principal as School Manager, 2nd ed  
 Resumes for Education Careers  
 The ... Yearbook of the Department of Elementary School Principals  
 Yearbook of the National Association of Secondary School Principals  
 The Principal's Guide to Managing School Personnel  
 Private School Principal Questionnaire  
 Real-resumes for Teachers  
 The Principal as School Manager  
 The Assistant Principalship in Public Elementary Schools--1969  
 Tips for the Prospective Assistant Principal  
 The Professor Is In  
 A Business Communications & Grammar Book for High School and College Students  
 The Damn Good Resume Guide, Fifth Edition  
 Great Assistant Principals and the (Great) Principals Who Mentor Them  
 How to Become an Exemplary Middle School Principal  
 Your First Year  
 The Elementary School Principal's Guide to a Successful Opening and Closing of the School Year  
 Public School Principal Questionnaire  
 Principal As School Manager  
 Resumes for Performing Arts Careers  
 Why the Principalship?  
 What They Don't Tell You in Schools of Education about School Administration  
 Inside Secrets of Finding a Teaching Job  
 The Secondary School Principal  
 Principal Selection Guide  
 "The Boss of the Whole School"

*Sample Resume For School Principal  
 Secretary Position*

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## MARIANA BRIA

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**Your First Year as Principal** Scarecrow Press  
 This resource provides principals with the policies, procedures, and techniques to lead and manage school personnel and create an effective work environment.  
The National Elementary Principal Routledge  
 This resource shows how a portfolio can help administrators and principals engage in the reflection and continued growth necessary to create improved schools and learning. It contains hands-on, practical information on how to develop and use the portfolio to document growth, demonstrate the accomplishment of goals, and enhance performance and career advancement. This revised edition features a new section on electronic portfolios and contains expanded information on using portfolios for professional development and evaluation. There is a new focus on academic growth in administrator preparation. The chapters are: (1) "The Principal Portfolio: Why It's Needed"; (2) "What Is Included in the Principal Portfolio?"; (3) "The Principal

Portfolio for Professional Growth"; (4) "The Principal Portfolio for Evaluation"; and (5) "The Principal Portfolio for Career Advancement." (Contains 18 figures and 46 references.) (SLD)  
**Being and Becoming a Principal** Allyn & Bacon  
 This guide for elementary principals will provide a fingertip resource that will offer principals a systematic approach to the managerial and instructional aspects of opening and closing a school. It provides specific comprehensive tools such as how to plan a strategic planning retreat, timelines, checklists, agendas, etc.  
*The Charter School Principal* Corwin Press  
 Vol. 1-32 includes List of members.  
*The Framework for Teaching Evaluation Instrument, 2013 Edition* Scarecrow Press  
 The front section of the book consists of basic information including worksheets for organizing the various resume sections, suggestions for what to include and what to leave out, and tips on picking a layout and design that highlight your strengths and downplay your weaknesses. The second section provides polished, professional examples of nearly 100 resumes and 20-30 cover letters.

**The Effective Elementary School Principal** Routledge

In today's demanding school environment, many of the principals in your district will retire or leave the job within a few years.

Instead of scrambling to fill vacancies, use the ideas and advice in this practical guide to keep a constant supply of high-quality school leaders. Discover a plan for leadership development that helps you \* Assess and improve your organization's ability to attract and retain good administrators. \* Identify prospective candidates and analyze their leadership qualities. \* Groom future school leaders and support their first years on the job. \* Reduce the stress that principals experience in their daily work. Handy charts and checklists help you implement your plan. Plus, each chapter brings you up-to-date on innovative ideas such as teaching assistant principals, university partnerships, apprenticeships, and internships. Note: This product listing is for the Adobe Acrobat (PDF) version of the book.

**Leadership JIST Works**

This book provides a foundational understanding of the charter school principalship through the lens of culture, mission and vision. By drawing on the experts in the field of charter school research, this volume expands our understanding of the unique challenges facing the charter school principal as they engage in the core responsibilities of developing and sustaining charter schools. With this expanded knowledge practitioners and policy makers are positioned to ponder and engage in improved practice, while researcher can further expand the knowledge base surrounding the charter principal.

**Effective Principal, Effective School** R&L Education

Written for principals and assistant principals to read and reflect on together, this book describes the most common challenges facing today's assistant principals - and provides practical solutions. Authors Carole Goodman and Christopher Berry examine how principals and assistant principals can develop the kinds of relationships that serve to meet the needs of students, staff, and parents. Contents include: The Difference between the Principal's Job and the Assistant Principal's Job, The Assistant Principal Role: What the Students Need, The Assistant Principal Role: What the Staff Needs, and Principal and Assistant Principal Communication: The Honest High-Wire Act.

**Resume Writing Made Easy** McGraw Hill Professional

As you sit at your desk behind the door ominously marked "Principal's Office", you are suddenly struck with a feeling of terror: What have you got yourself into? Being a principal and essentially being the leader of a school is a difficult job filled with responsibility and stress. This book will help to make the first year easier, providing you with all the information you did not learn in school. In this new, extensively researched book, first-year principals will learn how to deal with teachers, step out from behind the previous principal's shadow, make changes without changing too much too soon, deal with parents and students, become accustomed to the workload, and much more.

Additionally, you will learn the common mistakes first-year principals make. Ultimately, you will clearly understand what comes with being a principal. You will be able to clarify and define your roles, expectations, and responsibilities. We will provide you with advice and tips from novice and veteran principals who have all been in your position. Whether you are the principal of a small, large, public, private, urban, rural, or suburban school, this book will be an indispensable companion. With the help of this book, you will not only survive, but you will enthusiastically look forward to your sophomore year.

**The Three-Minute Classroom Walk-Through** AuthorHouse  
Designed to teach the principal to become efficient and effective in accomplishing noninstructional roles, this book offers advice on expectations and survival techniques to ensure the principal's

longevity in the district. Like the previous edition, it provides a practical guide to practice and procedure in these vital areas.

**Staffing the Principalship** R&L Education

**B>KEY BENEFIT:** Practical, user-friendly, and timely, this "how-to" text/workbook offers clear, step-by-step instructions for developing a strong, effective resume. Using clear, simple worksheets and a variety of sample resumes, it walks readers in an easy-to-follow manner through successive steps of writing resumes for a variety of worker "levels" and situations -- e.g., entry-level resumes, moving-up resumes, transition resumes, and special purpose resumes. Exceptionally up-to-date in focus, it explains what today's employers want to see in a resume -- and what they shouldn't see -- and how to use Internet resources for job searching and resume posting.

**The Public School Principal** National Middle School Assn

This book focuses on the skills, training, values, and assumptions that principals and assistant principals employ as leaders and reformers. This text views administrators more broadly as transformational leaders who include the entire school community in reform. Scenarios and activities are used to provide a bridge from learning the theory of school administration to the practical problem solving in which school leaders engage.

**The Principal Portfolio** Corwin Press

Every high school and college student needs to know how to develop a resume, write a letter of application, write a letter of intent for college, and apply for a job using acceptable business practices. They should know how to recognize and apply American Standard English in communicating their ideas in speaking and writing. This book provides practical examples of the aforementioned so high school and college students will be able to effectively market their talents to prospective evaluators such as employers, colleges, and universities. This book also educates high school and college students on the concept of financial literacy so they will learn how to effectively manage their money. To meet the needs of homeschoolers, this book serves as a reference guide for an online curriculum on Business Communications and Grammar with emphasis on preparing students for college and careers.

**The Aspiring Principal 50** ASCD

This book provides step-by-step, concrete advice for aspiring school administrators as they strive to achieve principal certification.

**The Principal as School Manager, 2nd ed** Routledge

One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of *The Damn Good Resume Guide* has been completely revised and updated for today's marketplace. The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers, *The Damn Good Resume Guide* has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, *The Damn Good Resume Guide* will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried-and-true best seller has been fully revised and updated for today's job market, including: Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer. Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you. What to include and what to leave out of your resume, so you get the job you really want. Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios. Instructions for writing cover emails and submitting resumes electronically. How to set up (and excel at) an informational interview. Advice for formatting, polishing,

and proofing your resume so that it stands out in the right way. And much more! Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results.

**Resumes for Education Careers** Allyn & Bacon

The framework for teaching document is an evolving instrument, but the core concepts and architecture (domains, components, and elements) have remained the same. Major concepts of the Common Core State Standards are included. For example, deep conceptual understanding, the importance of student intellectual engagement, and the precise use of language have always been at the foundation of the Framework for Teaching, but are more clearly articulated in this edition. The language has been tightened to increase ease of use and accuracy in assessment. Many of the enhancements to the Framework are located in the possible examples, rather than in the rubric language or critical attributes for each level of performance.

**The ... Yearbook of the Department of Elementary School Principals** Rowman & Littlefield Publishers

Learn all the essentials for making your first year of teaching a success! In this exciting new book, internationally renowned educator Todd Whitaker teams up with his daughters--Madeline, an elementary teacher, and Katherine, a secondary teacher--to share advice and inspiration. They offer step-by-step guidance to thriving in your new role and overcoming the challenges that many new teachers face. Topics include: Learning classroom management skills such as building relationships and maintaining high expectations and consistency Setting up your classroom and establishing procedures and rules Planning effective lessons and making your instructional time an engaging experience Managing your own emotions in the classroom and dealing effectively with misbehavior Working with peers, administrators, and parents to build support and foster collaboration The book is filled with specific examples and vignettes from elementary, middle, and high school classes, so you'll gain helpful strategies no matter what grade level and subject area you teach. You'll also find out how to make tweaks or hit the "reset" button when something isn't going as planned. Things may not always go perfectly your first year, but the practical advice in this book will help you stay motivated on the path to success! Bonus: As you read the book, get even more out of it by discussing it with others. Free study guides for practicing teachers and student teachers are available as eResource downloads from our website ([www.routledge.com/products/9781138126152](http://www.routledge.com/products/9781138126152)).

**Yearbook of the National Association of Secondary School Principals** PREP Publishing

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an

important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site The Professor is In, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: -When, where, and what to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right The Professor Is In addresses all of these issues, and many more.

**The Principal's Guide to Managing School Personnel** McGraw Hill Professional

Designed to teach the principal to efficiently and effectively accomplish noninstructional roles, the third edition of *The Principal as School Manager* offers advice on expectations and survival techniques to ensure the principal's longevity in the district. Like the previous editions, this book is an essential guide to practice and procedure. This third edition contains new chapters and sections on managing the school curriculum, special education, classroom walk-throughs, creating a healthy school environment, and cyberbullying.

**Private School Principal Questionnaire** Crown

So, you want to be a principal? Are you a new principal who could benefit from the wisdom of a successful four-time principal? Could you use help preparing for a school administrator job interview? Then this is the book for you. In *The Aspiring Principal 50*, school leadership expert Baruti Kafele presents reflective questions aimed at assisting both new and aspiring school leaders as they work to become effective school leaders and consider making a leap to a leadership position, respectively. This book will help aspiring principals determine whether "The Principal" is truly who they want to be and help new principals grow and thrive in the principalship. Additionally, the book contains an entire chapter devoted to preparing for the school administrator job interview. Kafele infuses the book from beginning to end with succinct advice on everything from remaining focused on the principal's number one priority—student achievement—to addressing maintenance concerns, managing budget allocations, and ensuring that the school's website puts the school in the best possible light. With *The Aspiring Principal 50*, you can increase the likelihood that your tenure as principal will be a successful, beneficial, and healthful one.