Melissa McKinsey

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Objective: To obtain an administrative position that will provide opportunities for administrative career development.

Education:

Northern Arizona University
Masters, Educational Leadership
May 2006

Arizona State University West
Bachelor of Arts, Elementary Education
May 2002

Principal Certification
Early Childhood Endorsement
Reading Specialist Endorsement
SEI Endorsement

Relevant Experience:

2014- Current **Westwood Primary School, Phoenix, AZ**
Principal

- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, budgets, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations
- Hire and evaluate all certified and classified employees
- Supervise all curricular programs to increase student achievement and development
- Plan and organize activities to bring parents and other community members into the school.
- Prepare and submit a local school budget, while monitoring expenditures throughout the year.
- Plan and facilitate all school staff development in alignment with the goals of the school continuous improvement plan.

2010- 2014 **Westwood Primary School, Phoenix, AZ**
Outreach Coordinator/Assistant Principal

- Provide instructional feedback to teachers through formal and informal observations in order to refine instructional practices in the school.
- Participate as a member of the leadership team, making data based instructional decisions to set school goals.
- Collaborate with the principal to refine school discipline and attendance systems.
- Plan and present staff developments that support school achievement goals and the School Improvement Plan.
- Oversee the Family Support Team by developing and monitoring interventions for struggling and targeted students.
- Create school schedules for teacher duties, tutoring, and special area classes.

- Participate as a member of grade level planning teams to ensure that best practices and instructional strategies are used to develop lessons.

2006-2010 **Westwood Primary School, Phoenix, AZ**
Collaborative Peer Teacher/Literacy Coach

- Oversee weekly team planning meetings and collaborate on the implementation of Arizona State Standards, district pacing guides, and the Galileo assessment with Kindergarten and 1st grade teachers.
- Plan and facilitate SFA component meetings.
- Mentor and collaborate with new and veteran teachers through modeling of instructional lessons and planning.
- Provide instructional feedback to teachers following classroom observations to increase student achievement.
- Provide staff development in cooperative learning strategies and best teaching practices at school and district level.
- Provide district level new teacher trainings.
- Read and analyze student assessment data to make instructional decisions and implement interventions.
- Maintain school excel database with reading and DIBELS scores.
- Supervise SFA reading testing, DIBELS testing and progress monitoring.
- Organize, order and maintain materials for SFA reading program.
- Plan and facilitate book club meeting with educational literature.
- Serve on district curriculum committees.
- Participate as a member of the site leadership team, walk-thru team, and site base committee.
- Participate as a member of the Family Support Team in order to assist in goal setting and providing interventions for struggling students.

2002-2006 **Westwood Primary School, Phoenix, AZ**
1st Grade Teacher

- Created, planned and taught standard based lessons in all subject areas.
- Provided students with a variety of hands-on learning experiences and maintained high student engagement in the classroom.
- Utilized ELL strategies to assure student success.
- Participated in numerous staff development opportunities.
- Implemented researched based interventions for small group tutoring to increase student achievement.

Additional Trainings:

SFA-Kinderroots, Roots, and Wings, SECURe Components
Reading First Trained
DIBELS & DIBELS NEXT
Kagan Cooperative Learning Structures
Kagan Cooperative Meetings & Coaching
Thinking Maps
GREATER Coaching
Love and Logic
Certified and Qualified as a REIL Evaluator