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| **Helen T. Richardson**  **Address:** PSC 896 Box 7831 FPO, Armed Forces Pacific 89631 • **Cell:** 760.931.78219 • **Email:** [h-richardson@gmail.com](mailto:sampleresume-resumeble@gmail.com)  **Job Announcement:** NC7X227618963315 • **Pay Scale and Grade:** TP 1701-00 • **Citizenship:** US  **Highest Civilian Grade Held:** TP LE 03 • **Clearance:** Top Secret |

**Education Program Administrator/Community Superintendent**

Highly disciplined and integrity-focused educator with a strong background as a Community Superintendent, Instructional Systems Specialist, and Principal. Brings extensive experience in adapting and enhancing educational curricula while designing academic programs, strategies, and initiatives that foster students' social, academic, and intellectual development. Skilled in supervising and assessing the performance of district or field office personnel and school administrators, while leading core curriculum efforts, special education, continuous school improvement/accreditation, and professional development initiatives. Demonstrated ability to provide policy direction and instructional leadership that drives educational excellence at all levels.

Deep expertise in collaborating with agencies, regional offices, and district stakeholders to implement district programs within available resources, ensuring performance, content quality, and the integrity of school systems across large jurisdictions in both the U.S. and Japan. Proven success in executing the DoDEA mission by overseeing the organization, operation, administration, and evaluation of schools within the district. Adept at using student, school, and system-wide data to develop and assess district improvement plans.

**CORE SKILLS**

* Human Capital Management
* Steering Education Committees
* Education Policies & Procedures
* Student Engagement & Improvement
* Instructional Program Administration
* Automation & Process Improvement
* Teacher & Staff Management
* Learning & Program Evaluation
* Program & Curriculum Development
* Communication & Public Relations
* DoDEA Policies & Procedures
* Accountability & Leadership

**Educational Work Experience**

**Liberty Ridge High School – Department of Defense Education Activity** PSC 480 Box 2210 FPO AP 96601

**Role:** School Principal, Liberty Oaks Elementary – TP 1701 KE 07 **Date:** Jun 2021 – Present

**Department:** Management – Board of Directors **Annual Salary:** $135,390

**Supervisor:** Shumalia Brown (may be contacted) **Contact:** 315.765.1234

* Compiled PSAT assessment data, overall grade data, and facilitated data-driven sessions to review results and determine instructional next steps. Leveraged critical data to inform faculty decision-making and enhance instructional strategies.
* Shared data analysis processes with principals as a best practice model. Conducted item-level analysis of PSAT questions missed by students to create a bank of formative assessment questions for classroom use, aimed at improving student performance.
* Led development initiatives by collaborating with teachers and integrating learning opportunities into faculty meetings. Designed and implemented a Professional Learning Plan, including sessions held during staff meetings and twice monthly after school.
* Surpassed walkthrough targets, completing over 160 classroom walkthroughs to date. Analyzed walkthrough data to highlight instructional trends and guide development efforts. Shared insights with the school to promote cross-campus learning.

**Iwakuni Elementary School - Department of Defense Education Activity (DoDEA)** Iwakuni, Japan

**Role:** School Principal (Elementary) – TP-1701-KE-04 **Date:** Aug 2020 - Jun 2021

**Department:** Management / Leadership Committee **Annual Salary:** $13,390

**Supervisor:** Tamayo Nigatt (may be contacted) **Contact:** (DSN) 967.7413

* Delegated tasks to concentrate on building priorities, effectively used time & arranged school day & activities in ways to optimize teacher-student engagement and productive time in the classroom.
* Led professional development multiple times, and used multiple data sources (3 years of DoDEA/district/school/classroom assessments) to systematically examine data at the subgroup level to find strengths, challenges & achievement gaps.

**Saint. Joseph High School – Department of Defence Education Activity** PSC 561 Box 63523 FPO AP 2649

**Role:** Assistant Principal – TP LE 03 **Date:** Sep 2017 – Aug 2020

**Department:** Management / Administration **Annual Salary:** $105,390

**Supervisor:** Michelle Douglas (may be contacted) **Contact:** (DSN) 593.5449

* Responded to all major violations of school rules as defined by the student handbook, developed appropriate consequences for student misconduct, and re-integrated conferences with students and parents after removal from the school setting.
* Compiled and reviewed data from preliminary scholastic aptitude test (PSAT), advanced placement (AP), summative assessment, grade report lists, and honor roll list data while formulating visual graphs to display the data for decision-makers.
* Acted as co-chair of the Continuous School Improvement (CSI), in charge of organizing the accreditation self-study process, analysis of studies, visitation reports, and system-wide assessments to create and implement a school improvement plan.

**Yogosamia Middle School – Department of Defense Education Activity** **Location:** PSC 268 Box 653 FPO AP 1478

**Role:** Education Technologist – TP CE 06 **Date:** Aug 2014 – Aug 2017

**Department:** Management **Hours per week:** 40+ • **Annual Salary:** $59,070

**Supervisor:** Denise Leach (may be contacted) **Email:** (DSN) 243.5972

* Delivered full analytical support to the instructional staff in executing technology integration projects and in planning and utilizing technology while administering technology integration and infusion across all curriculum areas.
* Exercised hands-on approach and effective controls to handle and coordinate technical assistance requests, including supporting troubleshooting techniques for workstations, printers, peripheral equipment, and software applications.
* Rendered hands-on support in preparing school budget requirements, ensuring technology initiatives adhere to the community strategic and school improvement plans, and all other regulatory requirements.
* Trusted with the responsibility of updating safety and security procedures, discussing education deficiencies, critical issues, and emergencies with the school administration, and developing educational materials for program improvements.

**Tokyo Middle School – Department of Defence Education Activity** **Location:** PSC 364 Box 879 FPO AP 4938

**Role:** Educator – TP CE 03Aug 2011–Aug 2014

**Department:** Management **Hours per week:** +40 • **Annual Salary:** $47,125

**Supervisor:** Denise Leach (may be contacted) **Contact**: (DSN) 243.36497

* Taught mathematics to 6th and 7th grade students, coordinated and chaired monthly meetings, encompassing preparing agendas and publishing minutes for the principal, assistant principal, and department members.
* Introduced common grading policies among all grade levels in the mathematics departments. Scheduled and presided over team meetings as well as parent and teacher conferences, and communicated information to the proper administration.

**EDUCATION & OTHER CREDENTIALS**

Master of Education in Special Education (GPA: 3.95/4.0): Dec 2016

**GRAND CANYON UNIVERSITY | Phoenix, AZ 85017**

Master of Education in Educational Administration (GPA: 4.0/4.0): Jul 2015

**GRAND CANYON UNIVERSITY | Phoenix, AZ 85017**

Bachelor of Science in Secondary Education – Mathematics (GPA: 4.0/4.0): Dec 2010

**GRAND CANYON UNIVERSITY | Phoenix, AZ 85017 (Graduated summa cum laude)**

Coursework in Secondary Education – Mathematics: May 2000

**NORTH CAROLINA CENTRAL UNIVERSITY | Durham, NC 27707**

High School Diploma: Jun 1997

**SOUTHWEST HIGH SCHOOL | Jacksonville, NC 28540**