

# Campus Administrator Talent Pool



## Structured Resumé

When applying to be considered for our Principal or Assistant Principal Talent Pool you will be required to attach a structured resumé.

### Instructions

Detail your educational and work experiences using this structured resumé format. Click to view a [sample resumé](#) using this format.

- **Education:** For each degree, please include the name of the institution, the degree conferred, the date the degree was conferred and any certifications held.
- **Work Experiences:** In reverse chronological order, provide information related to each professional and teaching position you have held. For each position include:
  - **Employment Dates**
  - **Employer or School System**
  - **Position Title** (include specifics, e.g. for teaching positions include the school, subjects and grade levels taught)
  - **School/Organization Characteristics and Demographics** (e.g. for schools, include grade level, % economically disadvantaged % English Learners, % special pops, mobility, et.)
  - **Primary Duties**
  - **Leadership Experiences**
  - **Accomplishments**
  - **Results:** Include data that demonstrates your direct impact on student achievement gains, narrowing the achievement gap, or impact on organizational goals. Be sure to provide actual and specific student outcomes or other measurable outcomes from before and after the time period.
  - **Additional Relevant Information (optional):** Describe any relevant training, accomplishments, awards or other achievements for the application review team's consideration.