



Administrative Assistant Principal

Rachel Jenkins

Professional summary

Dedicated Administrative Assistant Principal with over 12 years of experience in managing school operations, budget planning, and staff coordination in K-12 environments. Proven expertise in optimizing administrative processes, enhancing school safety protocols, and ensuring compliance with district regulations.

Experience

Administrative Assistant Principal

August 2019 - Now

Northwood High School / Silver Spring, MD

- Oversee daily school operations, including scheduling, facility management, and state compliance for a school of 1,500 students.
- Manage the school's \$2 million budget, optimizing expenditures for resources, technology, and student programs.
- Supervise hiring processes for 30+ staff members, streamlining onboarding and professional development initiatives.
- Lead the development of school safety protocols, reducing incident reports by 25% through effective training and drills.

Assistant Principal (Administrative Focus)

July 2015 - July 2019

Hickory Ridge Middle School / Charlotte, NC

- Directed administrative functions, including attendance monitoring, transportation logistics, and staff assignments for a school of 800 students.
- Coordinated district compliance audits, resulting in zero violations and enhanced regulatory adherence.
- Spearheaded the implementation of a new student information system, reducing administrative errors by 20%.

Administrative Coordinator

August 2012 - July 2015

Eastwood Elementary School / Raleigh, NC

- Managed daily school operations, including scheduling, supply procurement, and office management.
- Supported the principal in implementing school policies and procedures, ensuring compliance with district guidelines.
- Facilitated communication between faculty, parents, and district officials, enhancing transparency and efficiency.

(301) 555-6789

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Silver Spring, MD

Education

Master of Education (M.Ed.) in Educational Leadership

University of Maryland
College Park, MD

- Graduated: May 2012

Bachelor of Arts (B.A.) in Elementary Education

North Carolina State University
Raleigh, NC

- Graduated: May 2009

Principal Certification

State of Maryland

- Issued: June 2013
- Renewed: May 2024

Skills

School Operations Management

Budget Planning and Financial Oversight

Staff Recruitment and Training

Compliance and Regulatory Adherence

Courses

Advanced School Budgeting

2022

National School Boards Association

Leadership in Crisis

2021

ASCD