PRESENTATION OF QUALIFICATIONS

MEI SHIANG KAMENIK

OBJECTIVE

To apply skills in Staff Development, Teacher Training and Administration to a position that requires leadership and organizational abilities.

QUALIFICATIONS

Over 20 years experience have provided expertise in:

School Administration...Teacher Development...Curriculum Employee Relations...In service Workshops...Discipline Strategies Presentations – Community, Bilingual...Organization...Budgets Coordination...Evaluation...Research...Goal Setting

EDUCATION

California State University, Hayward California M.A. Supervision and Administration Kent State University, Kent, Ohio B.S. in Education

CREDENTIALS

School Administration and Supervision – Clear Secondary Teaching – Life Elementary Teaching – Life Language development Specialist Certificate Bilingual Certificate of competence

AFFILIATIONS

Association of California School Administrators
California Association of Supervision and Curriculum Development
Phi Delta Kappa
San Jose Administrators' Association

File available on request

ACHIEVEMENTS

State certified TPA assessor; Collaborated with colleagues to write and receive two Federal Magnet grants. Principal of elementary school. School had the most growth in Santa Clara County on the SAT9 test in 2001. School recognized as a Distinguished School. Field Reader for Title VII Proposals; Application selected for Diversity Grant; Application selected for final consideration at State level for Special Education Exemplary Program; participation in Harvard Principals' Institute and ACSA Principals' Institutes.

PROFESSIONAL HISTORY

FACULTY MEMBER CALIFORNIA STATE UNIVERSITY 2002 - Present

Interview potential teacher candidates; conduct regularly scheduled observations; provide formative and summative assessment of classroom performance and required written work; provides support strategies, coaching, and feedback; collaborates with school site personnel to enhance teaching performance.

ADMINISTRATOR, CURRICULUM & STAFF DEVELOMENT 2001 - 2005

Orient staff at designated sites to the Magnet Schools Assistance Project; coordinate staff training and curriculum development; coordinate community outreach program with agencies and community organizations; facilitate in service programs for teachers and curriculum planning and articulation; provide support for training and program design; work with school teams to implement the magnet themes; pursue professional development opportunities; coordinate recruitment activities for the schools.

PRINCIPAL 1985-2001

Direct staff and administer all functions to attain excellence in education; coordinate staff, students and parents in development of improved curriculum; encourage increased student and parent involvement in school activities; establish and manage positive school climate that enhances self esteem; observe teachers and provide assistance in developing organizational strategies, task behavior and student groupings; initiate and administer student award programs for academic achievement, citizenship and attendance; provide staff development and in service training programs for staff that include English as a Second Language, literacy strategies, critical thinking skills and grouping strategies; coordinate the writing of grants as well as organize, implement and evaluate the school programs.

- Implemented the program quality review process at the site
- · Raised funds for and developed computer lab program, playground project
- Coordinated the Adopt-a-School program with five business partnerships
- Participated in professional growth activities to enhance student achievement

Serving the Districts in California since 1974 in various capacities, have gained extensive experience in Administration: established open communication to attain shared-decision-making and cooperative responsibility among staff members; guided staff in setting and achieving short and long term goals; recruited and evaluated certificated and classified personnel; implemented, supervised and maintained a campus grooming program.

- Have conducted numerous presentations to staff and community in English and Spanish.
- Successful grant proposals include an Early Literacy grant for teacher training, cultural Initiative grant to further the arts in the curriculum, Homework Center Grant, Primary Intervention grant and San Jose Beautiful grants to integrate hands-on science, the environment and conservation.

I have served the districts in California as a teacher at the elementary, middle and high school levels and have taught English only, bilingual, advanced placement and ESL classes. I have focused on multiple assessment measures, incorporating the visual and performing arts, early literacy strategies and staff development.