

CHARI ROBYNNE CHANLEY, Ed.S.

OBJECTIVE:

To obtain a position as an Administrator so I may employ my abilities to create an environment dedicated to the growth and education of children.

EDUCATION:

Doctor of Education, Educational Leadership
Florida Atlantic University, Florida, 2001 - present

Education Specialist, Educational Leadership
Florida Atlantic University, Florida, May 2000
*Summa Cum Laude G.P.A. 4.00

Master of Arts, Teaching
Monmouth University, New Jersey, September 1993
*Summa Cum Laude G.P.A. 3.91

Bachelor of Arts, English Literature
New York University, New York, May 1989

**ADMINISTRATIVE
EXPERIENCE:**

Southport Middle School, Port St. Lucie, Florida
Assistant Principal 2001- 2003

- Assists Principal in budget preparation and allocations
- Hires instructional personnel
- Develops master schedule
- Responsible for all curriculum and testing
- Observes and evaluates teachers and staff
- Assists with technology development and implementation
- Completes Title I, Title II and district reports
- Oversees guidance, facility and maintenance departments
- Purchases all textbooks and maintains inventory records
- Coordinates and evaluates staff development training
- Developed training program for new teachers
- Acts on discipline referrals and provides guidance
- Participates in daily IEP and parent/teacher conferences
- Creates newsletters, calendars, student and teacher handbooks

Southport Middle School, Port St. Lucie, Florida
Teacher on Special Assignment 2000 - 2001

Performed all of the duties of an Assistant Principal

**TEACHING
EXPERIENCE:**

Southport Middle School, Port St. Lucie, Florida
English Department Chairperson/Reading Teacher 1994 - 2000

Martin County High School, Stuart, Florida
English Teacher 1993 - 1994

**LEADERSHIP
ROLES:**

School Improvement Committee and B.E.S.T. Committee Chairperson
Building Level Administrator for all New Teachers and Mentors
Florida Writing and FCAT Test Coordinator
Developed and Implemented a Middle School Curriculum Guide

**RELATED
QUALIFICATIONS:**

New Jersey Principal/Supervisor/School Administrator Certificates of Eligibility
Florida Principal/Educational Leadership/English 5-9 & 6-12 Certifications
Indian River Community College Adjunct Teaching Certificate

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