

# Jordan Reyes

## First Time Assistant Principal

### Passionate educator stepping into leadership to elevate schoolwide success

Former classroom teacher with over 8 years of experience now transitioning into school administration. Skilled in instructional coaching, curriculum alignment, and behavior intervention. Committed to building strong relationships with students, families, and staff.

## CONTACT



(555) 000-1111



email@example.com



LinkedIn | Portfolio



Denver, CO 98765

## KEY SKILLS

- Academic intervention planning
- Parent communication
- School culture development
- Student-centered leadership
- Team collaboration

## EDUCATION

Master of Education (M.Ed.) in  
Educational Leadership  
University of Colorado , Boulder, CO  
May 2024

Bachelor of Arts (B.A.) in English  
Education  
Metropolitan State University , Denver,  
CO  
May 2015

## PROFESSIONAL EXPERIENCE

Grade-Level Chair | Aurora Public Schools , CO  
August 2019 – June 2024

- Coordinated teaching practices across five 6th grade classrooms to improve consistency in instruction and expectations
- Mentored two new teachers through observation feedback and weekly coaching sessions
- Partnered with school counselors to launch SEL programming, improving class engagement by 20%

Middle School Teacher | Adams County Schools , CO  
August 2015 – June 2019

- Delivered differentiated lessons for 120+ students per year with a focus on inclusive instruction
- Piloted data analysis protocols to identify learning gaps and track student growth
- Served on the PBIS committee to reduce behavior referrals by 30%