



Isaac Chen

High School Assistant Principal

Strategic leader with a data-informed approach to high school success

Assistant principal with 5 years of experience supporting academic progress, safety planning, and postsecondary readiness. Skilled in managing high student caseloads and navigating operational challenges at the secondary level.

CONTACT



(555) 918-1928



email@example.com



LinkedIn | Portfolio



Seattle, WA

KEY SKILLS

- **Advanced Placement (AP) coordination**
- **College and career readiness**
- **Graduation planning**
- **Instructional rounds**
- **Naviance systems**
- **SAT/ACT testing coordination**
- **Staff hiring**

EDUCATION

- **MASTER OF EDUCATION (M.ED.) IN SECONDARY ADMINISTRATION | UNIVERSITY OF WASHINGTON, SEATTLE, WA | MAY 2019**
- **BACHELOR OF ARTS (B.A.) IN POLITICAL SCIENCE | WHITMAN COLLEGE, WALLA WALLA, WA | MAY 2012**

PROFESSIONAL EXPERIENCE

ASSISTANT PRINCIPAL | SEATTLE PUBLIC SCHOOLS, WA | JULY 2019 - PRESENT

- Increased graduation rates by 12% over three years by strengthening credit recovery systems
- Hired and onboarded 15+ new staff members annually
- Managed building-wide safety drills and compliance with state policies

SOCIAL STUDIES TEACHER | TACOMA PUBLIC SCHOOLS, WA | AUGUST 2013 - JUNE 2019

- Coached students in debate, AP U.S. History, and college prep
- Led vertical alignment work for 9th to 12th grade social studies