





EC

Elena Chau

Assistant Principal With School Discipline Focus

Instructional leader with roots in student life and enrichment programming
Assistant principal who transitioned from student affairs into school leadership.
Brings 7 years of experience managing extracurriculars, student culture, and academic support services.

CONTACT

-  (555) 505-2525
-  email@example.com
-  LinkedIn | Portfolio
-  San Jose, CA

KEY SKILLS

- After-school programming
- Club and event management
- Community partnerships
- Family communication
- Onboarding and student orientation
- Retention strategies
- Student leadership coaching

EDUCATION

Master of Arts (M.A.) in Student
Development San Jose State University
San Jose, CA | May 2019

Bachelor of Arts (B.A.) in Communication
California Polytechnic State University
San Luis Obispo, CA | May 2012

PROFESSIONAL EXPERIENCE

ASSISTANT PRINCIPAL I SAN JOSE UNIFIED SCHOOL DISTRICT, CA
JULY 2020 – PRESENT

- Increased student engagement by launching 15+ student-led organizations
- Partnered with nonprofits to bring mentoring programs to campus
- Supported 9th grade success team in reducing course failure by 20%

DIRECTOR OF STUDENT AFFAIRS I SUMMIT PUBLIC SCHOOLS, CA
AUGUST 2014 – JUNE 2020

- Managed extracurricular programs and coordinated student leadership activities
- Oversaw discipline and enrichment for 500+ students