





# Calvin Brooks

## Assistant Principal Intern

**Future assistant principal with strong foundations in leadership and systems thinking**

Instructional coach and current AP intern with a decade of classroom success and systems-level leadership. Experienced in coaching teachers, planning data-driven instruction, and managing student support programs.

## CONTACT

-  (555) 101-2222
-  email@example.com
-  LinkedIn | Portfolio
-  Charlotte, NC

## KEY SKILLS

- Coaching cycles
- Data tracking systems
- Distributed leadership
- IEP coordination
- Instructional walkthroughs
- MTSS structures
- School leadership teams

## PROFESSIONAL EXPERIENCE

July 2023 - Present

**Assistant Principal Intern, Charlotte-Mecklenburg Schools** | NC

- Collaborate with principal to coordinate testing, behavior supports, and teacher evaluations
- Analyze grade-level data and co-lead school improvement plan tracking
- Manage parent concerns and support Tier 2 academic interventions

August 2019 - June 2023

**Instructional Coach, CMS** | NC

- Led coaching cycles with 30+ teachers across all subjects
- Developed professional learning aligned to district initiatives

## EDUCATION

**Master of Education (M.Ed.) in School Administration**

University of North Carolina, Charlotte, NC | May 2024

**Bachelor of Arts (B.A.) in Social Studies Education**

Elon University, Elon, NC | May 2012