

Alma Dalton

English Department Chair

Experienced educator with 12 years in English instruction and curriculum development, holding National Board Certification. Drafted and managed an annual department budget of $37,410 while leading a team of 9 English teachers through classroom observations and annual evaluations. Rebuilt a grades 9 through 12 ELA curriculum aligned with CCSS, mapping 16 units across the grade span over 14 months.

Contact Information

(304) 555-0132

alma.dalton@example.com

Hinton, WV 12345

Education

MA in English

Marshall University, Huntington, WV | 2012 – 2014

BA in English

West Virginia University, Morgantown, WV | 2008 – 2012

Key Skills

- CCSS Curriculum Alignment
- IEP Development
- UDL Strategies
- AP Classroom
- Canvas
- PowerSchool
- Department Budget Management
- Teacher Evaluation and Mentoring
- Formative and Summative Assessment Design
- SMART Board Integration

Professional Experience

ENGLISH DEPARTMENT CHAIR | GREENBRIER VALLEY HIGH SCHOOL, HINTON, WV
2021 – PRESENT

- Contributed ELA goals and accommodations to 87 IEPs for students with identified learning disabilities across 4 ELA course levels, working with special education staff and checking progress every 6 weeks.
- Lead a department team of 9 English teachers, conducting classroom observations twice per semester and writing annual evaluations that inform hiring and retention decisions.
- Grew AP English Language and Literature enrollment from 29 to 82 students over 3 years by redesigning the pre-AP pathway and holding informational sessions for 140 families.
- Drafted and managed an annual department budget of $37,410, allocating funds for classroom novel sets, AP Classroom licenses, and professional development workshops.
- Rebuilt the grades 9 through 12 ELA curriculum to align with CCSS, mapping 16 units across the grade span in collaboration with all department members over 14 months.

ENGLISH TEACHER | MEADOW RIVER PREPARATORY ACADEMY, LEWISBURG, WV
2017 – 2021

- Carried out the ELA goals in 34 IEPs for students in grades 10 and 11, adjusting reading assignments and assessment formats to meet each student's annual goals.
- Increased AP English Language enrollment from 18 to 41 students in 2 years by creating a summer bridge reading program and mentoring prospective AP students.
- Coordinated with a team of 6 English teachers to align common assessments across grade levels, reducing scoring inconsistencies from 3.2 points to 0.8 points on shared rubrics.

ENGLISH TEACHER | KANAWHA RIDGE MIDDLE-HIGH SCHOOL, RAINELLE, WV
2014 – 2017

- Helped set measurable literacy goals for 19 IEPs during the first year of teaching, working with intervention specialists and reviewing progress every 9 weeks.
- Prepared course materials using Canvas and PowerSchool, posting weekly reading guides and discussion prompts for 4 class sections.
- Served on the school curriculum committee for 2 years, helping select 7 new anchor texts that met UDL guidelines and reflected diverse student backgrounds.

Certifications

- National Board Certification, National Board for Professional Teaching Standards, 2023