

José Martinez

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EDUCATION ADMINISTRATION PROFESSIONAL

Targeting positions as: Superintendent / Asst. Superintendent (9-12 / K-12) ■ Principal

Visionary and charismatic administrator with highly respected strengths in innovative and transformational leadership over instructional programs, school operations, and teaching/professional staffs. Offer 15-year history of dedicated service to diverse student populations, with career chronicled by recognized achievements, awards, and championships. Helped design, plan, staff, and open a new, \$42M, state-of-the-art high school and have served as its first principal during the past five years, providing the direction that delivered a 44-point API increase in a single year (2001).

Adept fiscal management strengths, with experience managing instructional/categorical budgets in excess of \$5M. Extensive background in grant writing, with a 100% success rate (\$400K to date). Expert interpersonal, communication, negotiation, and morale/consensus/team building skills. Solid competencies in quality curriculum development, instructional leadership, facility management, strategic planning, standards/assessment/accountability, staff development, and parent/board/community relations. Known for successful "Lean-Forward" leadership style; dynamic teacher/student advocacy; and passionate commitment to providing a challenging, nurturing environment conducive to learning and maximizing the potential of every student. Bilingually fluent (Spanish) and solidly credentialed (Ed.D. candidate with a.b.d. status).

Education & Credentials

UNIVERSITY OF CHICAGO – Chicago, IL – **Ed.D. Candidate** (*All but dissertation status*)

Anticipated Completion: 5/03 ■ **Major:** Education ■ **Minor:** Human Resources (HR) ■ **GPA:** 4.0

UNIVERSITY OF CHICAGO – Chicago, IL – **Professional Administrative Services Credential**, 1998

UNIVERSITY OF CHICAGO – Chicago, IL – **M.A. in Educational Leadership**, 1996

Honors: Graduated summa cum laude ■ **GPA:** 4.0

UNIVERSITY OF CHICAGO – Chicago, IL – **B.A. in Social Science**, 1986

Minor: Spanish ■ **Single Subject Teaching Credential**, 1987

Career Progression

CHICAGO SCHOOL DISTRICT – **Chicago High School** – Chicago, IL

Chicago SD serves a predominately low-income, culturally diverse student population (65% Latino, 30% Caucasian, 5% Asian).

Principal, Chicago High School (*ADA/1,500 students/grades 9-12*), 7/97 to Present

Personally recruited by school board and superintendent to provide strategic and logistical leadership over all aspects of new \$42M high school, including facility design/construction; recruitment, retention, development, supervision, and evaluation of 70 teachers and 32 staff; development of curricula and instructional materials; and bidding, proposal review, and procurement of all school equipment, computer software/hardware, textbooks, library books, band instruments, sports equipment, uniforms, and furniture (with ultimate accountability for the cost-effective management of \$5M+ startup budget). Administer \$500K annual operating budget; actively participate in strategic planning for school and USD; preside over daily operations of 58-acre campus; coordinate all district accreditation/state program reviews; and serve as liaison to an ethnically, culturally, linguistically, and economically diverse community population. Accountable for providing a challenging, supportive, safe, and learner-focused environment. **Key Accomplishments:**

- **Opened new school on time and on budget**, winning unanimous accolades from students, parents, teachers, school board, media, and the community for state-of-the-art facility.
 - Capitalized on natural geography of site, incorporating existing hillside into school design to limit access to and boost the security/architectural beauty of new facility.

CHICAGO SD – *continued*

- Met weekly with architects, contractors, and subcontractors (as member of project management team) and involved teachers in early-stage plan design for win-win outcomes that included maximum functionality of new facility, optimal setup of unique learning environment, and strong teacher buy-in/commitment to new school.
- Credited with the creation of an educational “showplace” that is seen as a central “hub” and source of pride by entire community, continues to serve as a model for new schools statewide, and is frequently visited by administrators, politicians, and dignitaries throughout Illinois.
- **Placed a priority on the recruitment, development, retention, and support of a top-tier teaching team**, setting the stage for the **lowest teacher turnover rate for four consecutive years** across multiple districts (<1% turnover rate in a region where >5% is standard).
- **Built a cohesive educational team**, instilled a school-wide passion for excellence, demonstrated a commitment to the community beyond campus boundaries, and encouraged the sharing of ideas/methodologies/technologies to meet the highest standards for students. Efforts resulted in a **record-high student transfer rate to Chicago High School**, requiring school board to enact a restricted outside-area attendance policy after school’s first year of operation.
- **Provided the leadership that propelled a 44-point increase** on the Academic Performance Index (API), outperforming expectations by more than **300%**. Earned school the distinction as **#1** (out of 50 schools across three counties) for most improved academic performance.
- **Convinced school board to approve and fund \$4.2 million** Olympic swimming pool and aquatic center by outlining community-wide benefits/ROI.
- **Wrote school’s first self-study and earned best-possible accreditation term** (three years) for a newly opened school from the Association of Schools and Colleges (WASC). Currently guiding school’s accreditation renewal process.
- **Co-authored series of highly competitive grants** (up to 100 pages) that succeeded in generating **\$400K** to fund and support launch of:
 - New Advanced Placement (AP) Challenge program despite lower-than-average number of eligible student participants. (**\$50K** win).
 - New “21st Century” program providing impoverished elementary school with transportation/access to high school facilities for zero cost (**\$100K** win).
 - “Digital High School” plan supporting technology/curriculum integration (**\$250K** win).
- **Selected to serve on various high-profile committees, task forces, and teams:**
 - Chosen by director of The Regional Teacher Recruitment Center as a prime recruiter of top-quality, diverse teacher candidates for a 400-mile area.
 - Appointed chair of The Association of Schools and Colleges Accreditation Team for visits to North County High School and Stonewall High School.
 - Elected as representative of the Association of Illinois School Administrators, R11, serving as association’s district spokesperson on all secondary education issues.
 - Named chair of IL Student Aid Commission’s Outreach Advisory Committee, with charge to promote post-secondary education by increasing financial aid program participation.
- **Coordinated all staff development efforts**, emphasizing student literacy and incorporation of technology into teacher instructional strategies. Implemented Learning 100, Literacy Connection, and Accelerated Reading/Mathematics programs to facilitate **highest success rate in district on IL exit exams** (63% reading/language; 47% math), achieving consistent yearly API score improvements while area schools dropped between 18-20 points.
- **Spearheaded widely successful “Character Counts” program**, imbedding mutual respect/tolerance and personal accountability/integrity across all curriculum areas. Positive outcomes of program have included minimal instances of vandalism, theft, plagiarism, or violence; zero gang activity; and **lowest suspension/expulsion rate** among district’s three high schools.
- **Fostered the development of an award-winning band/choral program**; champion-athletics program; and nationally recognized, student-facilitated “Link” freshman-orientation program.
- **Launched needs-centered programs anticipated to drive continued increases in graduation rate/post-secondary degrees**. Initiated new “Advancement Via Individual Determination” program, “Careers in Education” program, and on-site childcare program.
- **Leveraged bilingual fluency and well-regarded communication skills** to make largely migrant-worker, limited-English-speaking parents feel invited and involved in their children’s education.

CHICAGO SC – *continued* – **Chicago High School**

Assistant Principal, Chicago High School (*ADA/2,000 students/grades 9-12*), 7/96 to 6/98

Assisted school principal in the supervision/mentorship/evaluation of 140 staff (85 teachers), development/review of academic curricula/teaching materials, and administration of \$550K budget. Responsible for the interpretation/implementation of policies concerning school rules and student discipline; oversight of all extracurricular activities (e.g. athletics, ASB, clubs); and management/maintenance/custodial upkeep of plant (100-year-old facilities, 30-acre grounds, and hardware/software/technology infrastructure/network). **Key Accomplishments:**

- **Coordinated logistics, media relations, activities, security, and agenda** of numerous special events, including two major dedication ceremonies for new gymnasium and auditorium and high school's Centennial Celebration Gala. Co-hosted capacity-crowd events attended by hundreds of students, parents, and VIP guests.
- **Assisted in drafting school's comprehensive five-year plan** and co-wrote accreditation self-study (earning **maximum six-year accreditation term**).
- **Initiated "Block Scheduling" concept**, winning strong buy-in from initially reluctant/resistant teachers that enabled wider range of elective course choices for all students (including those enrolled in remedial programs) and encouraged cooperative-learning concepts.
- **Earned highest-possible marks** from principal, receiving "exceptional" rank in areas including intellectual ability, communication skills, enthusiasm, and professional contributions.

DOWNERS GROVE UNIFIED SCHOOL DISTRICT – **Downers Grove High School** – Downers Grove, IL

School district in predominantly upper-middle-class sector serving a 90% Caucasian and 10% Chinese/Japanese/Hispanic student population.

Social Studies Teacher / Activities Director, Downers Grove High School, 7/93 to 6/96

Taught world/U.S. history, social studies, and Spanish classes to between 150 and 180 students each term. Fulfilled additional roles as varsity football and baseball coach, activities director over all campus extracurricular activities, and coordinator/administrator of school's freshman-orientation program. **Key Accomplishments:**

- **Actively involved in the implementation of school's new Block Schedule.**
- **Developed curriculum for and taught "Teen Leadership and Current Issues" class** that borrowed principles from Steven Covey's "Seven Habits of Highly Effective People." New elective generated maximum enrollment every semester.
- **Realized varsity baseball championship** for school.
- **Presented well-received "Friendship Day" program** to groups of 50 students every six weeks, promoting tolerance of ethnic and cultural diversity and teaching peer-mediation skills through series of off-campus activities, lessons, role-playing, and ice-breakers. Positively impacted 300 students during three-year span.
- **Credited for playing a key role** in application process that won school "**Illinois Distinguished High School**" status in 1994.

HAWTHORN WOODS SCHOOL DISTRICT – **Hawthorn High School** – Hawthorn Woods, IL

LAKE FOREST SCHOOL DISTRICT – **Lake Forest High School** – Lake Forest, IL

Hawthorn Woods USD is a small school district in northern Illinois. Lake Forest is a large school district in southern Illinois.

Teacher / Varsity Coach, Hawthorn High School, 7/91 to 6/93; Lake Forest High School, 7/87 to 6/91

Taught social studies, physical education, and Spanish classes to culturally, ethnically, and socio-economically diverse student body. Additionally coached varsity football/baseball and assisted school administration in liaison activities to Hispanic community. **Key Accomplishments:**

- **Won strong student participation in and garnered active community support of school athletic program**, maintaining a highly visible community presence through numerous presentations to civic groups and parent gatherings.
- **Formally recognized for teaching and coaching excellence:**
 - Named Hawthorn High School's "**1992 Teacher of the Year.**"
 - Received four-time honors as "**MVL Baseball Coach of the Year**" (1992, 1993), and "**Tri-County Baseball Coach/Overall Coach of the Year**" (out of 30 high schools; 1993).

José Martinez – Résumé Addendum

Additional Training & Credentials

Continuing Professional Development: Personnel Academy (2002) ■ School Leadership (2000) ■ Principals' Academy (2000) ■ Educational Law (1996) ■ Management Training (1995)

Technology Summary: MS Office Suite (Word, Excel, PowerPoint, Access, Outlook) ■ Windows NT/2000 ■ Macintosh OS ■ Aeries 2000 ■ SASI XP ■ Learning 100 ■ SSPS ■ ERIC ■ DATAquest

Affiliations, Memberships & Volunteerism

- WASC – Chicago, IL – **Chairperson** (7/98 to Present)
 - CSAC (CDE) – Chicago, IL – **Chairperson** (7/02 to Present)
 - ACSA – Chicago, IL – **Committee Representative, R11** (7/01 to Present)
 - NASSP – Chicago, IL – **Member** (7/01 to Present)
 - CVTRC – Chicago, IL – **Committee Representative** (7/01 to Present)
 - MALDEF (Mexican-American Legal Defense & Educational Fund) – Chicago, IL – **Volunteer Advisor** (1992 to Present)
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Articles & Presentations

Articles:

- *“The Myth of The Dumb Jock: Academic Performance of Athletes,”* The University House, Chicago, IL (May 2001).
- *“Psychology of Leadership,”* The University House, Chicago, IL (May 2002).
- *“Selection from a Social Distance Theory Perspective,”* The University House, Chicago, IL (Scheduled to be published in May 2003).

Presentations:

- Delivered numerous presentations on education-related topics to civic/community groups, parent gatherings, and university symposiums (up to 500 in attendance).
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Endorsements

“Five years of working collaboratively with José in an administrative position enables me to speak frankly and with first-hand knowledge regarding [his] potential...able to defuse situations by offering understanding along with directive support well before dissatisfaction explodes into major crisis...His social adeptness intensifies his intuitive skills...draws individuals together and bridges those gaps that often tear at the cohesiveness of a staff...a facilitator of the change process...promote[s] continuity of purpose...His selection as the first principal of the district's newest high school illustrates the governing board's confidence in his leadership and long-range planning abilities...”

– **Shirley Gilbert, Ed.D., Assistant Superintendent, Educational Services, Chicago USD**

“[José] quickly gained the respect of students, staff, parents, and district administration...bright and articulate...communicates effectively with all individuals...an outstanding school administrator...”

– **Josh Porter, Superintendent, Chicago USD**

“José has excellent leadership potential and the ability to be an outstanding administrator...articulate in two languages...motivated and self-disciplined...has a real concern about the well-being of other[s]...a very honest person with the highest integrity...In my 20 years of high school administration, José Martinez has the most ability and potential of any young administrator that I have worked with...I recommend him unequivocally...”

– **Gary Hollimon, Principal, Chicago High School**

Of Note

Fluent in verbal/written Spanish ■ Available for Relocation ■ Reply to: 555-545-7479