

CHELSEA BROWN

OBJECTIVE

To obtain an administrative position

EDUCATION

Current [St. John's University](#), Oakdale, New York
Doctorate of Education, Educational Administration and Supervision

2003 [Stony Brook University](#), Stony Brook, New York
School District Administration

2000 [New York Institute of Technology](#), Westbury, New York
MS Instructional Technology

1996 [Loyola College](#), Baltimore, Maryland
BA Elementary Education

- Dean's List
- Athletic Honor Roll
- Emerging Women's Leader Conference (1993-1996)
- Papal Mass, Chapel Choir, [Mass Appeal: Sundays at Six](#) (1996)
- **Cura Personalis Award** for generosity in service to the needs of others

CERTIFICATION

New York State Permanent Certification, School District Administrator

New York State Permanent Certification, School Administrator and Supervisor

New Your State Permanent Certification, Elementary Education K-6

PROFESSIONAL EXPERIENCE

2004 - Present [Northport Middle School](#), Northport, New York
Assistant Principal

- Assignment and supervision of teacher aides
- Observation of faculty
- Promote positive student behavior
- Budgeting and supervision of Student Activity and Extracurricular funds
- Facilitate faculty meetings

- Chairing/facilitating committees including LST, Handbook and Curriculum
- Administration of state and local grade level assessments
- Contribute a monthly column to the Principal's newsletter
- Administration of Terra Nova assessments
- Assist with scheduling of students
- Provide information at PTSA meetings
- Supervision at evening activities including Variety Show, concerts, canteens, musical
- Assist building principal with staffing, budget, scheduling

2002 - 2004 [Northport-East Northport Schools Northport](#), New York

Elementary Mathematics Coordinator

- Provide technological support for the Curriculum Overview Handbook K-5 as well as area expertise in mathematics
- Possess an understanding of the State standards as they relate to the discipline of mathematics and the State Assessments
- Continue exploration in data mining process through professional development
- Coordinate New York State Mathematics Assessment for the district
- Interpret standardized testing data for staff and parents
- Develop and teach lessons using best practice for grades K-5
- Coordinate the planning and implementation of professional development for teachers of grades K-5 to improve student learning
- Revise and update district wide kindergarten mathematics curriculum
- Attend district wide Health and Safety Committee meetings

1996 - 2002 [Ocean Avenue Elementary School](#), Northport, New York

Elementary Teacher

- Inclusion teacher grades K, 4
- Social Studies building representative
- Coordinate and schedule state assessments
- Provided 4th grade AIS for mathematics
- Health and Safety building representative

RELATED EXPERIENCE

2001 - 2002 Northport-East Northport Schools Northport, New York

Administrative Intern: Assistant Superintendent for Instruction

- Revise and update AIS plan for all district elementary students
- Develop job description for elementary coordinators
- Develop registration form for Universal Pre-K program
- Provide technological support in the presentation of the Regents Results at Board of Education meeting

2001 - 2002 Northport-East Northport Schools Northport, New York

Administrative Intern: Elementary Principal – Ocean Avenue School

- Create Emergency Management and Fire Safety Procedures manual for the building
- Participate in teacher and principal interviews
- Participate in organization and execution of Open House

PROFESSIONAL MEMBERSHIPS

- ASCD (Association for Supervision and Curriculum Development)