

ADAM MICHAEL NELSON
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OBJECTIVE

Administrative or Teaching Position

EXPERIENCE

Palo Alto Unified School District, Palo Alto, CA **July 2016 – Present**

Assistant Principal, Jane Lathrop Stanford Middle School

- Supervise a student population of 1,100 6th - 8th grade students. Administer 8th grade academic monitoring, attend grade level meetings, discipline, chaperone field trips and attend school events.
- Increased the California Assessment of Student Performance and Progress (CAASPP) student scores the last two years to 87% in Mathematics and 88% in English Language Arts (ELA).
- Focus on positive school climate by building a strong school community through school beautification projects, college exposure, attendance incentives, and student activities.
- Observe classrooms and perform evaluations of teachers, along with interviewing and recruiting new staff members. Facilitate staff meetings, and contribute to Site Council, Leadership Teams, City/School Traffic Safety Committee, and District Instructional Supervisor Meetings.
- Manage programs such as; AVID, Facilities & Maintenance, Intervention Strategy Team, Positive Behavioral Intervention and Supports (PBIS), and school social media.
- Assist with IEP, 504 and Student Services Team, master schedule, as well as duties and responsibilities in the absence of the principal.

Columbia Heights Public Schools – ISD #13, Columbia Heights, MN **August 2013 – June 2016**

Assistant Principal on Special Assignment, Dept. of Teaching and Learning **July 2015 – June 2016**

- Majority of time spent as the District Assessment Coordinator (DAC). Coordinated scheduling and administration of federal, state, district, college placement, and diagnostic tests for the school district. These include Curriculum-Based Measurement (CBM), Measures of Academic Progress (MAP), Minnesota Comprehensive Assessments (MCA), Optional Local Purpose Assessment (OLPA), American College Test (ACT), Preliminary Scholastic Aptitude Test (PSAT), Naglieri Nonverbal Ability Test (NNAT), and the EL ACCESS (WIDA) assessment.
- Implemented common assessments across the district, and data analysis of student results. Provided strategies of intervention for student achievement by using Response to Intervention (RTI) and curriculum alignment through standards-based instruction for grades K-12.
- Conducted trainings and presentations to directors, principals, teachers, and parents on data, best practices in teaching strategies, PLC's, family engagement, and leadership.
- Additional duties assigned by the Director of Teaching and Learning and/or the Superintendent. Projects included creation of School Board policy, filing clerk for special school board election, Gifted and Talented program evaluation and revision, and co-manager of the Academic Return on Investment (A-ROI) to assess school academic programs.

Assistant Principal, Valley View Elementary School

August 2014 – June 2015

- Coordinated Bully Prevention and emphasized good behavior by teaching correct conduct and student recognition through the *Responsive Classroom* model which reduced referrals by 20%.
- Observed classrooms and performed evaluations of teachers using the Danielson model and *Pathwise* ETS teacher evaluation system, along with interviewing and recruiting new staff.
- Supervised AVID Elementary for grades 3-5, and facilitated curriculum for Literacy By Design, ReadWell, Everyday Math, and Foss Science Systems.
- Duties and responsibilities in the absence of the principal. The principal had a one-year K-8 contract, and was managing two separate buildings during this time.

Principal, Elementary Summer School

Summer 2014

- Organized the summer school curriculum for grades 1-6 in consultation with appropriate members of the staff and faculty with dissemination of the Individual Learning Plans (ILP) for students.
- Prepared summer school schedule, student placement, and hiring of full staff.
- Routinely used *Responsive Classroom* to ensure a safe, and orderly environment in the school that encourages students to take responsibility for behavior.
- Prepared and administered the summer school operating budget with district personnel.

Assistant Principal, Columbia Heights High School

August 2013 – August 2014

- Enforced discipline, safety and general welfare standards for students and staff within the building, in conjunction with developing the Crisis Management Plan and teacher handbook. In that year, out of school suspensions dropped 57%, classroom referrals dropped 14%, and attendance increased 2% points from the prior school year.
- Observed classrooms and performed evaluations of teachers using the Danielson model, along with interviewing and recruiting new staff members. Advised on implementation of our Professional Learning Communities (PLC's) and aided in department collaboration. The number of failing grades decreased 22%, and state testing (MCA) scores raised a total of 10% points among math and reading.
- Supervised students and staff with oversight of programs such as; AVID, Perkins Grant, Family Involvement Committee, New Teacher Meetings, Odysseyware Online Credit Recovery, Local Scholarships, Positive Behavioral Intervention and Supports (PBIS), and Website Management.
- Assisted with the development of curriculum and instruction, master schedule, as well as duties and responsibilities in the absence of the principal as I was the only Assistant Principal at the site.

Fairfax County Public Schools, Falls Church, VA

November 2007 – August 2013

Dean of Students, Falls Church High School

August 2012 – August 2013

- Responsible for attendance and academic monitoring and intervention. Facilitated conferences and communicated with parents/guardians via in-person, email, telephone and formal letters.
- Responded to student discipline issues that violate school rules and/or district policy such as; behavior conflict, academic dishonesty, safety issues, dress code violations and more.
- Worked cooperatively with team members, parents, teachers and other student support staff in meeting the educational and developmental needs of individual students.
- Assisted with daily student supervision such as hallway/passing times, cafeteria coverage and sporting events; also acting administrator for field trips and Assistant Principal absences.

Assessment Coach/School Testing Coor., Falls Church High School

November 2011 – July 2012

- Coordinated the school's testing program for Virginia's End of Course (SOL's) testing and EL ACCESS/WIDA language assessment that included scheduling, training staff, and test monitoring.
- Communicated student progress and assessment information to administrators, instructional staff and student services staff in an efficient and timely manner.
- Collaborated with parents, EL and Special Education departments to ensure students receive accommodations for testing as required by their Individual Education Program (IEP), Section 504 Plan and Limited English Proficient (LEP) Student Assessment Participation Plan.
- Scheduled weekly remediation sessions for departments with an emphasis on foundational skills, along with parent communication to advertise and inform of programs and academic results.

High School Social Studies Teacher, Falls Church High School **November 2007 – June 2013**

- Developed and taught lesson plans in the subject areas of World History I, American Government, Current Affairs, Sociology and Advanced Placement (AP) Human Geography. All students averaged a 97% pass rate for the World History I End Of Course state test and national average for AP Human Geography through data analysis and standards-based instructional planning.
- Instructed as a Team Teacher in multiple inclusion classrooms for Special Education and general education students. Differentiation strategies consistently used for academic growth for all.
- Served as an Advancement Via Individual Determination (AVID) team member for first generation college bound students that achieved 100% acceptance rate into college from 2010-2013.
- Motivation, Achievement, and Scholarship Together (MAST) instructor for at-risk students who possess the potential, but lack the motivation to graduate from high school 2007-2009.

LEADERSHIP EXPERIENCE

- Completed 320 Superintendent internship hours focusing on School Board policy, School Board elections, and Program Evaluation in grades K-12 (2016)
- Facilitated a visit for representatives from the Ethiopian Ministry of Education and spearheaded a presentation about the American education system and leadership development in schools (2013)
- Directed a team to review the Programme for International Assessment (PISA) results for Falls Church High School and led adjusting classroom curriculum and teaching emphasis (2013)
- Presented on co-teaching strategies for students at George Washington University (2012)

PROFESSIONAL DEVELOPMENT

- Experience with Schoology, Infinite Campus, Microsoft Office, and Google Docs Present
- Teaching for Tolerance by the Museum of Tolerance February 2019
- Assessment Summit with Tammy Heflebower, Jan Chappius, and Ken Mattingly July 2018
- AVID Summer Institute for Schoolwide Instruction June 2018
- “Why Race and Culture Matter in Schools” with Tyrone Howard January 2018
- Restorative Practices for Administrators April 2017
- Educational Equity in Action with Jeff Duncan-Andrade, and Pedro Noguera June 2016
- Equity presentations by Joy DeGruy, Anton Treuer, & Dr. H. Richard Milner 2015-2016
- Professional Learning Communities Training with Richard & Becky DuFour March 2012

EDUCATION

St. Cloud State University, St. Cloud, MN **2016**

Post-Master Graduate 6th Year Certificates: K-12 Principal and Superintendency

George Mason University, Fairfax, VA **2012**

Masters of Education: Education Leadership PK-12

University of Minnesota, Duluth, MN **2007**

Bachelor of Applied Arts: Teaching Social Studies Grades 5-12, Minor: History

CURRENT CERTIFICATIONS

- California State Administrative Services Credential PK-12
- California State Teaching License in Social Studies grades PK-12
- California State Teaching License in Physical Education grades PK-12
- Minnesota State Superintendent License K-12
- Advancement Via Individual Determination (AVID) Certified Teacher and Administrator

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REFERENCES

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