

Edwin Garcia, Jr.

Aspiring Administrator

65 Blaine Street, Passaic, NJ 07055 • (862) 220 – 2700 • EdwinGarciaJr_IT@outlook.com

Professional Profile

Motivated leader with excellent communication skills and adaptive customer service-based approach to problem solving. Advocate for students, staff, and families with an active and empathetic approach, cultivating trust and building relationships. An instructional leader with proven effective instructional practices and demonstrated ability to manage, coach, and collaborate with a variety of people

Certifications

- **Principal** – Certificate of Eligibility
- **Supervisor** – Standard
- **Teacher of Computer Science Technology** – Standard

Education

08/2020 **Master of Arts in Educational Leadership**

Montclair State University, Montclair, NJ

Honors: National Society of Leadership & Success, Alpha Epsilon Lambda Honor Society, *Summa Cum Laude*

05/2019 **Master of Arts in Educational Technology**

New Jersey City University, Jersey City, NJ

Honors: *Magna Cum Laude*

06/2014 **Bachelor of Science in Network Communications and Management**

DeVry University, New Brunswick, NJ

Honors: Dean's list, Alpha Sigma Lambda Honor Society, *Summa Cum Laude*

Leadership Experiences

- 2016-2020 Instructional Leadership Team, School Improvement Panel, School Safety Committee, School Legacy Committee, School Testing Team, Facilities Team
- 2019-2020 District Instructional Rounds Member and New Teacher Mentor
- Led New Teacher Academy Professional Development Sessions - Discussion and Questioning Techniques, SAMR Model for Meaningful Technology Use, Tech Tips, PowerTeacher Pro, Classroom Management, SAT Administration, NJSLA Administration
- District Professional Development Facilitator - Computer Science in Every Classroom, Teaching and Instruction with a Promethean Board
- Co-facilitated and supported the implementation and use of HERO Behavior Management System

Professional Affiliations

- New Jersey Principals and Supervisors Association
- National Association of Elementary School Principals
- Association for Supervision and Curriculum Development

Experience

01/2020 – 05/2020

Principal Intern

Passaic Board of Education

Provided leadership and managed day-to-day activities of the regular school day and extra programs. Visited classrooms, observed different teaching and classroom management methods. Helped facilitate the implementation of school wide climate and culture activities.

- Reviewed and edited the school club and activity budget for 2020-20201 fiscal school year.
- Co-planned and led family events to promote family engagement.
- Supported staff by handling student discipline issues.
- Co-led School Facilities Infectious Disease Cleaning Plan creation.
- Oversaw the completion of payroll completion and submission for extra school programs.
- Co-coordinated testing administration and planning.
- Created the Substitute Teacher Handbook.
- Compiled comprehensive data from PowerSchool for use in researching areas of improvement.
- Oriented new and experienced teachers in instructional and procedural areas through mentoring.
- Supervised the creation of Board agenda items.
- Evaluated and approved field trip and fundraiser activities.
- Created an auto-generated Staff Recognition letter.
- Prepared reports in all areas assigned or as directed by the Principal or district office administrators.
- Co-planned the 2020-2021 Master Schedule.
- Communicated with students, staff, and families information regarding programs, procedures, concerns, and achievements.
- Created Home-based Instruction Parent Support Group

09/2015 to Present

Computer Science Teacher

Passaic Board of Education

Coordinate and coach others to meet objectives and goals by evaluating, examining, assessing performance, and monitoring progress. Develop effective procedures for the operation and management of the classroom. Design curriculum and incorporate learning strategies consistent with district instructional guidelines.

Career Highlights

- 2016-2017, 2017-2018, & 2019-2020 Highly Effective Teacher - Danielson Framework for Teaching
- 2016-2017 & 2017-2018 Teacher of the Year Nominee
- June 2019 & September 2019 Staff Member of the Month

Assisting and Serving the Community

- Collaborating with non-profit organizations to provide additional services for youth.
- Leverage relationships to establish additional community and recreational services for youth.
- Work collaboratively with district and city officials creating partnership opportunities for the city's residents, particularly students and families.
- Engage residents and government officials to participate in city and board of education programs, services, and events.
- Actively and proactively identifying areas of concern and providing solutions to problems.

Language Proficiency

Literate Oral and Written Skills in Spanish