

Carol S Bryant

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OBJECTIVE

To utilize knowledge and skills gained in years of practical application in the educational field by serving as mentor and role model for young people entering the profession.

PROFESSIONAL EXPERIENCES

2011 – Present	Angelo State University	San Angelo, TX
2005 – Present	Texas State University	San Marcos, TX
2003-04	Sam Houston State University	Huntsville, TX

Adjunct Faculty

University Supervisor for student teachers completing field experience.

1984-2002	Cypress Creek High School	Houston, TX
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Associate Principal

Administered all building responsibilities in principal's absence.

Planned, developed, and maintained master schedule.

Assisted in hiring and training of teachers, counselors, administrators, and support staff.

Supervised and evaluated teachers and support staff.

Conducted annual evaluation conferences with teachers and support staff.

Maintained records of teacher absences and leaves.

Scheduled and supervised substitute teachers and student teachers.

Assisted in developing course offerings and curriculum.

Provided instructional supervision and leadership.

Planned, coordinated and supervised student organizations and activities.

Supervised computer grade processing and maintained UIL eligibility records.

Supervised student extra and co-curricular activities.

Approved and maintained records and calendar of all field trips.

Coordinated all senior commencement activities.

Supervised building maintenance and custodial staff.

Maintained master calendar of all school events and activities.
Served as principal of summer school.

1981-1984 Spring Branch High School Houston, TX

Grade Level Assistant Principal

Provided guidance, supervision, and discipline for one grade level of students for three years; sophomore year through senior graduation.

Planned, coordinated and supervised student organizations and activities.

Assisted in curriculum development and instructional supervision.

Teacher supervisor and evaluator.

1980-1981 East Central High School San Antonio, TX

Assistant Principal

Similar duties as above.

1970-1980 East Central High School San Antonio, TX

Teacher

Taught English and various social studies courses on all grade levels 9-12.

EDUCATION

1981 Texas A& M University College Station, TX
Graduate course work to complete Mid-Management Certification

1980 Trinity University San Antonio, TX
Master of Education in Educational Supervision
Supervision and Instruction Certification
Graduate Scholar in Education

1971 Sul Ross State University Alpine, TX
Bachelor of Science
Secondary English and History Teaching Lifetime Certifications

TRAINING/SKILLS

Extensive experience in supervising student teachers.

Knowledge of the Texas teacher testing and certification process.

Certified in Principalship and Texas Teacher Appraisal System.

Administrative supervisor for teachers in Alternative Certification programs.

Extensive knowledge of state and district curricular offerings and graduation requirements.

Extensive experience in dealing with day-to-day management of large public high school and all personnel therein.

Extensive work experience in dealing with diverse needs and concerns of teachers, parents, and students.

Administrative professional development maintained through involvement in professional organizations, attending various training institutes and workshops and personal professional growth to keep abreast of current strategies and trends for instructional improvement.

Master scheduling in Prime and Pentamation programs.

Well versed in implementing various scheduling designs to meet student needs.

Computer skills in word processing, spread sheets, and data entry.