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## KEY SKILLS

**Administrative Competencies:** Budget Management: Multi-year budget planning, cost reduction strategies, resource allocation; Data Analysis: Student achievement analysis, intervention planning, progress monitoring; Staff Supervision: Teacher evaluation, instructional coaching, professional development planning; Policy Implementation: FERPA compliance, IDEA regulations, state testing coordination; Conflict Resolution: Restorative justice practices, stakeholder mediation, crisis management

**Educational Leadership:** Instructional Leadership: Classroom observation protocols, curriculum alignment, vertical articulation; Student Discipline: PBIS implementation, due process procedures, behavioral intervention planning; Technology Integration: Student Information Systems (PowerSchool), Google Workspace administration, data visualization tools; Stakeholder Engagement: Parent communication, community partnerships, board presentation skills; Professional Development: Adult learning principles, coaching methodologies, needs assessment

## HONORS

### Excellence in Educational Leadership Award

Springfield School District

2023

Recognized for implementing school-wide data analysis protocols resulting in 22% increase in state assessment scores

### Illinois Mathematics Education Innovation Award

Illinois Council of Teachers of Mathematics

# Cordelia Blackwood

## Assistant Principal

- Educational leader with 9 years of progressive teaching and leadership experience, including 4 years as Mathematics Department Chair overseeing 15 teachers across grades 6-12
- Led implementation of data-driven instruction protocols that increased state assessment scores by 22% over three years
- Successfully managed \$45,000 annual department budget while reducing costs by 15% through strategic resource allocation
- Mentored 8 new teachers through district induction program with 100% retention rate and tenure achievement
- Hold Master's in Educational Leadership and State Administrative License with expertise in instructional supervision and school improvement initiatives

## EDUCATION AND CERTIFICATIONS

### Northern Illinois University

May 2021

Master of Education in Educational Leadership

DeKalb, Illinois

Graduated: May 2021

GPA: 3.9/4.0

Relevant Coursework: School Law, Instructional Supervision, Data-Driven Decision Making, Budget Management

### Illinois State Board of Education

August 2021

Illinois Principal License (K-12)

Issued: August 2021 | Expires: August 2026

### Eastern Illinois University

May 2015

Bachelor of Science in Mathematics Education

Charleston, Illinois

Graduated: May 2015

Illinois Teaching License - Mathematics 6-12 (Current through 2026)

## PROFESSIONAL EXPERIENCE

### Roosevelt High School

August 2020 -

Mathematics Department Chair & High School Mathematics Teacher

Present

- Supervise and evaluate 15 mathematics teachers across grades 6-12, conducting formal observations and providing instructional coaching
- Manage \$45,000 annual department budget, reducing expenditures by 15% while expanding technology resources and manipulatives
- Chair School Improvement Committee, facilitating monthly meetings with 18 stakeholders including teachers, parents, and community members
- Coordinate vertical alignment initiatives resulting in 22% increase in state assessment scores over three-year period
- Lead professional development sessions on differentiated instruction and data analysis for 65-member faculty
- Serve as liaison between administration and faculty, successfully mediating concerns about new grading policy implementation
- Oversee student discipline procedures for mathematics-related academic integrity violations, implementing restorative justice practices

### Lincoln Middle School

August 2017 -

Mathematics Teacher & Grade Level Team Leader

July 2020

2022

Honored for developing cross-curricular mathematics integration program adopted by 6 district schools

## Outstanding Department Chair Recognition

Illinois Association of School Administrators

2021

Selected for exemplary leadership in teacher mentoring and budget management

- Led 8th grade team of 12 teachers in data analysis and intervention planning, resulting in 18% improvement in reading and mathematics proficiency
- Mentored 4 new teachers through district induction program, providing weekly coaching sessions and classroom observation feedback
- Coordinated parent-teacher conferences for 240 families, developing communication protocols adopted school-wide
- Managed substitute teacher coverage and emergency lesson plans for grade level team during teacher absences
- Implemented PBIS behavioral intervention strategies, contributing to 35% reduction in office disciplinary referrals
- Facilitated consensus-building sessions for new bell schedule implementation, achieving 92% faculty approval

## Washington Elementary School

August 2015 -

Mathematics Teacher

July 2017

- Taught mathematics to grades 4-6, consistently achieving 15% above district average on state assessments
- Served on Curriculum Review Committee, contributing to adoption of new mathematics textbook series
- Coordinated after-school tutoring program serving 45 students, with 85% showing measurable improvement
- Collaborated with special education team to develop individualized mathematics interventions for students with disabilities

## LEADERSHIP AND COMMITTEE WORK

### District Mathematics Curriculum Committee

2019 - Present

Springfield School District

- Lead district-wide vertical alignment initiative across 12 schools, ensuring coherent K-12 mathematics progression
- Develop assessment protocols and pacing guides adopted by all district mathematics teachers
- Present quarterly reports to School Board on curriculum implementation progress and student achievement data

### Summer School Administrator

Summers 2021,

Roosevelt High School

2022, 2023

- Supervised 8 teachers and 150 students in credit recovery and enrichment programs
- Managed \$25,000 summer program budget, including staffing, materials, and transportation coordination
- Handled student discipline, parent communication, and emergency procedures with minimal principal oversight
- Achieved 94% course completion rate and 89% credit recovery success rate

### Accreditation Steering Committee Chair

2022 - 2023

Roosevelt High School

- Led comprehensive school self-study process involving 25 faculty members and community stakeholders
- Coordinated evidence collection and analysis across five accreditation standards
- Facilitated stakeholder meetings and managed timeline for successful accreditation renewal

## PROFESSIONAL DEVELOPMENT

### Instructional Leadership Institute

2023

Illinois Association of School Administrators

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**School Law and Policy Workshop** 2022

Northern Illinois University

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**Data-Driven Decision Making Certificate** 2021

Regional Office of Education

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**Restorative Justice Practices Training** 2020

Illinois Criminal Justice Information Authority

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**PBIS Implementation and Coaching** 2019

Illinois PBIS Network

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## PUBLICATIONS

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**Building Mathematical Thinking Through Vertical Alignment** Fall 2023

Illinois Mathematics Teacher Journal

Fall 2023

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**Data Teams in Action: Leading Collaborative Analysis for Student Success** 2022

Springfield District Professional Development Series

2022

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**Mentoring New Teachers: Strategies for Sustainable Support** 2021

Illinois Association of School Administrators Annual Conference

Presented at Illinois Association of School Administrators Annual Conference, 2021