

# MELANIE VETRANO

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## KEY SKILLS & OVERVIEW

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- Interim Assistant Principal
- Developed Building Wide Professional Development
- Budget Building at Department and Building Levels
- Science Department Chairperson
- Serves on School Leadership Team
- Member of Building Data Team
- Power School Committee
- Member of Professional Learning Planning Council
- Over 18 Years Public School Teaching Experience
- Voting Member of District Curriculum Planning Council
- Member of School Climate Committee
- SRBI Facilitator
- Created School Improvement Plan
- Mentors Newly Certified Teachers
- NGSX Trained
- Previous Co-Chair of Governance Council
- Trained in Effective Teaching Strategies

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## LEADERSHIP AND INSTRUCTIONAL EXPERIENCE

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BRISTOL EASTERN HIGH SCHOOL, Bristol, CT

1998 to Present

*Interim Assistant Principal*

*(Aug. 2019 to present)*

- Goal setting development for members of Science and Math Departments as well as a Library Media and Art teacher
- Assist students with issues, including discipline, teacher and/or other student conflicts, and personal crisis
- Active member of district wide committees, Curriculum Council and the Professional Learning Planning Council to plan for district curriculum and professional development.
- Working with freshman team leaders to transition freshman effectively
- Facilitate SRBI meetings as well as Planning and Placement Team and 504 Meetings
- All Sports Booster Club liaison
- Work with the Administrative Team to develop the School Improvement Plan and build next year's budget based on needs
- Facilitate School Leadership Team Meetings
- Along with members of the Crisis Team developing school safety plan, including evacuation and reunifications protocols
- Member of Building committees: Climate and Culture, Crisis Team, Operations

*Science Department Chairperson*

*(2012 to Present)*

- Assist members of the School Leadership Team with developing, implementing, monitoring, and collecting data to determine the effectiveness of building-wide action plans
- Worked with OTL Supervisors to write and implement both curriculum and common assessments
- Ensure curriculum is at or above requirements set forth by state law and the academic standards adopted by the Board
- Develop department budget presentation for the principal and expense management activities
- Consult with teachers to determine course instruction and make recommendations to the principal for scheduling purposes
- Manage department data teams; collect, analyze, and report data to team for decision making
- Enhanced science curriculum alignment with NGSS standards, developed and worked towards its implementation
- Created testing schedule, ensured special education accommodations, and oversaw NGSS test

*Science Teacher*

*(1998-1999, 2002-2003, & 2005 -2019)*

- Create and execute daily lesson plans for Advanced Placement Chemistry, Accelerated Chemistry, and Biology classes, under a block schedule
- Collegially work with fellow science teachers to develop instructional practices and create common units

- Responsible for keeping chemicals inventory up-to-date, ordering chemicals and supplies, setting up chemistry labs for all levels, and enforcing laboratory safety
- Involved in Advanced Placement testing, enrolled student support, and increasing enrollment

*Team Mentor and Cooperating Teacher Trained* (2013 to 2018)

- Mentor beginning teachers, providing weekly instructional support

*Voting Member of the District Curriculum Planning Council* (2013 to Present)

- Provide up-to-date, major curriculum information related to instruction and assessment initiatives

*Co-Chair of Advisory Committee* (2012 to 2015)

- Work closely with co-advisor and advisory committee to develop specific, grade-level activities for use during the advisory period, based on Student Success Plans themes for the school year (10 lessons per grade-level)
- Develop electronic tracking plan for mapping students' success throughout the course of their high school career
- Create portfolios for all students to collect supporting documentation and track progress electronically

*Sophomore Team Leader* (2005 to 2009)

- Coordinated Science, Social Studies, Math, and English progress for team students
- Focused on interdisciplinary unit design
- Acted as liaison between parents and teachers, concerning personal student issues affecting them academically

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THE GILBERT SCHOOL, Winsted, CT 1996 to 1998

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*Science Teacher*

- Freshman class advisor
- Prepared and implemented daily lesson plans for Physical Science and Biology classes

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**EDUCATION**

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Sacred Heart University, Fairfield, CT 2011 to 2012

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*092 Educational Leadership Certification*

Wesleyan University, Middletown, CT 1998 to 2002

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*Master of Arts in Liberal Studies (MALS) – Concentration in Science*

Central Connecticut State University, New Britain, CT 1995 to 1996

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*Teaching Certification*

Syracuse University, Syracuse, NY 1990 to 1994

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*Bachelor of Science in Biology*

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**CERTIFICATION**

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Intermediate Administration and Supervision 092

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*Valid Through 07/30/2024*

Biology, Chemistry, General Science (Grades 7 – 12)

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*Valid Through 01/26/2021*