

JESSICA BUTTELL

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Objective

To obtain a position that allows me to use my professional experiences to enhance the field of education through progressive thinking and a dedication to serve all students.

Professional Experience

Assistant Principal *July 2023 - Present*

Dakota Meadows Middle School

- Implement and enforce school rules and policies, address behavioral issues, and conduct meetings with students and parents regarding disciplinary matters
- Conduct classroom observations and evaluate teacher performance to support professional development and instructional effectiveness
- Analyze student performance data to identify learning trends and support the development and implementation of targeted intervention programs
- Facilitated MTSS meetings by presenting student progress updates and providing data-driven insights to guide collaborative and solution-focused discussions
- Coordinate faculty FTE allocations in alignment with the annual scheduling plan for all staff members to ensure optimal resource utilization
- Actively participated in and contributed to Professional Learning Communities (PLCs) in collaboration with secondary principals and district leadership team members
- Foster and promote a positive school environment that supports student well-being, academic success, and a culture of respect through PBIS
- Advocate for and support equity and inclusion initiatives to ensure a fair and inclusive educational environment for all students
- Attend IEP meetings to ensure compliance with special education laws and procedures, and support the development of individualized education plans
- Provide supervision of hallways, cafeterias, and school grounds to ensure a safe and orderly environment

Dean of Students *August 2022 - Present*

Dakota Meadows Middle School

- Effective and contributing member of the building Problem-Solving Team, Leadership Team, Student Support team, and within the grade-level student solution meetings
- Collaborate with grade-level teaching teams on individual student academic, behavioral, and social-emotional needs to create action plans that capitalized on student strengths to increase student success within the educational setting
- Establish and foster meaningful and positive relationships with students and families to ensure positive experiences within Dakota Meadows Middle School
- Implementing and monitoring school policies and safety protocols to ensure a safe learning environment
- Maintained extensive documentation to ensure information was communicated effectively and reliably to all stakeholders
- Dynamic communication skills with the proven ability to build lasting relationships with teachers, staff, students, and families by utilizing transparency to build partnerships and foster trust

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Lead Teacher of PEEK

August 2020 - June 2022

Central Middle School

- Designed and implemented a project-based/experiential education middle level ALC program for grades 6-8
- Created project-based curriculum for grades 6-8 incorporating grade level standards in the core areas of math, English, science and history
- Implemented standard-based grading for project-based curriculum
- Designed a referral process for PEEK students from their homeschool to the PEEK program
- Address student behavior concerns as they arise to provide support students to ensure a safe and productive learning environment
- Communicated daily with parents pertaining to student academic and social-emotional concerns and progress
- Established communication with outside services such as child mental health case managers, outside therapists and probations
- Communicated with homeschool Problem Solving Teams student's gains and concerns in the areas of academics and social-emotional development
- Developed various service learning opportunities and partnerships for students within the ISD 77 community and local Mankato community
- Created and implemented behavioral plans for students need additional support
- Worked together with PEEK principal to implement changes, communicate needs within the system of PEEK and problem-solve through various issues
- Created a PEEK newsletter sent quarterly to families, donors, and administrators outlining the academic and social-emotional learning/experiences accomplished by students
- Implemented individual Student Portfolios (via google sites) that housed individual student learning and experiences with reflections of each activity
- Implemented Student-Led Conferences solely led by each individual student explaining and reflecting on their learning through the use of their Student Portfolio

References

Dr. Paul Peterson

Superintendent - Mankato Area Public Schools
(507) 387-1869 ppeter1@isd77.org

Aaron Hyer

Principal - Dakota Meadows Middle School
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Dr. Samantha Steinman

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