

Keith W. McDonald

OBJECTIVE

Seeking to become the Assistant Director of Human Resources where I can utilize my skills in staff development, management, and communication to promote a positive work environment for all employees

SUMMARY OF PERSONAL QUALIFICATIONS

- Organized, efficient, and precise with strong communication skills
- Decisive and direct, yet flexible in responding to changing situations
- Enthusiastic, creative, and willing to assume increased responsibility
- Able to coordinate multiple tasks and meet deadlines under pressure
- Highly motivated with strong self-management skills
- Ability to achieve collective goals by motivating all stakeholders

WORK EXPERIENCE

Livonia Churchill High School

2014 – Present

Principal

- Manage a building of 150 employees and 1500 students
- Lead administrators and teachers towards self-improvement
- Develop and lead professional development
- Promote and maintain a positive learning and working environment
- Create and integrate policies and procedures
- Develop the School Improvement Plan
- Evaluate and mentor current teachers
- Interview and hire new staff members
- Empower staff through leadership opportunities

Livonia Franklin High School

2011 – 2014

Assistant Principal, Business Office

- Managed discipline, attendance, and academic performance for all freshman
- Supervised the Science, Special Education, and Physical Education departments
- Created and presented professional development
- Developed and allocated all school budgets
- Evaluated and mentored teachers, para-professionals, and secretaries
- Assisted in building operational issues

Livonia Churchill High School

2007 – 2011

Assistant Principal, Scheduling Office

- Managed discipline, attendance, and academic achievement for 650 students
- Created and maintained the schedules for 2000 students and 120 teachers
- Facilitated professional development to implement the Michigan Merit Curriculum
- Coordinated state assessments including the MME, MEAP, Explore, and Plan tests
- Interviewed potential teachers and other staff members
- Evaluated and mentored current teachers

Livonia Churchill High School

2000 – 2007

Physical Education and Science Teacher

- Taught over 22 different courses between the Physical Education and Science Departments
- Worked collaboratively through PLC's to develop common assessments in Biology
- Physical Education Department Chair 2002 -2004, 2006-2007
- Developed curriculum in Science and Physical Education courses
- Inspired students to become lifelong learners

EDUCATION

Wayne State University

2005-2006

Educational Specialist in General Administration and Supervision

Graduated with a 4.0 GPA

Marygrove College

2003-2004

Masters in the Art of Teaching

Graduated with a 3.97 GPA

Eastern Michigan University

2000-2001

Endorsement in Health Education (MA)

University of Michigan (Ann Arbor)

1995-2000

Division of Kinesiology

Bachelor of Science with Majors in Physical Education (MB) and General Science (DX)

Graduated with Distinction, 3.471 GPA

PROFESSIONAL ACHEIVEMENTS, COMMITTEES, AND ORGANIZATIONS

- District Evaluation Committee
- LEADS President
- LEADS Lead-negotiator
- 2013 LEADS Distinguished Service Award
- KLAA President
- District Administrative Council
- Administrator Technology Committee
- Administrator Evaluation Team
- Distance Learning Committee (Former committee)
- School Improvement Leadership Team
- Teacher Student Data Linking Team (Former committee)
- Member of Michigan Association of Secondary School Principals
- Member of Association for Supervision and Curriculum Development
- Livonia PTSA Teacher of Honor, 2006 & 2008

COACHING EXPERIENCE

Churchill High School

Head Coach, Varsity Girls' Track and Field	2004 – 2007
Head Coach, Varsity Girls' Basketball	2005 – 2007
Head Coach, Junior Varsity Girls' Basketball	2001 – 2005
Assistant Coach, Varsity Boys' Basketball	1999 – 2001

Divine Child High School

Head Coach, Varsity Girls' Track	1998 – 2004
Head Coach, Freshman Boys' Basketball	1999 – 2002
Head Coach, Varsity Girls' Cross Country	1998 – 2001

Livonia Ladywood High School

Assistant Coach, Varsity Girls' Track and Field	1995 – 1998
Assistant Coach, Varsity Girls' Cross Country	1995 – 1998