

Pete Mazzone

MISSION STATEMENT

Seeking to become the Principal at Stevenson High School where I can offer my skills to develop a school culture that is student-centered, enable continuous improvement for adult and student learners, and encourage and welcome parent and community involvement.

PERSONAL QUALITIES

- Willingness and desire to continue to learn and improve
- Adept at building positive relationships with all stakeholders
- Demonstrated ability to lead and motivate all stakeholders
- Firm, fair, and flexible problem-solving skills that consider all stakeholders
- Highly organized and efficient with strong communication skills
- Time management skills to coordinate multiple tasks and meet deadlines

EXPERIENCE

Livonia Stevenson H.S. – Assistant Principal

Attendance Office

2012-2015, 2019-Present

- Assisted with Pupil Accounting & Enrollment, Health Clinic & Student Medicines
- Created and monitored the Freshman Focus Group
- Coordinated state assessments with Counseling department – PSAT / SAT / M-Step
- Led Building Control & Safety initiatives
- Supervised Health Care Plans & 504's, Educational Planning Team
- Managed discipline, attendance, and academic performance for 600 students
- Evaluated and mentored current staff – Math, Physical Education, Science, Counselors, Paraprofessionals, and Secretaries
- Interviewed potential staff members

Scheduling Office

2015-2018

- Served as “Acting Principal” while current Principal was on leave
- Created and maintained master schedule for 1800 students and 100 staff
- Evaluate transcripts, certifications, & credentials to ensure legal compliance
- 5D+ Evaluator Rater Reliability Training
- Mentored Aspiring Administrator
- Assist with the execution of the School Improvement Plan
- Administer the implementation of Incoming 9th Grade Parent Night
- Preside over the performance of substitute teachers
- Managed discipline, attendance, and academic performance for 600 students
- Evaluated and mentored current staff – Business, ELA, Family & Consumer Sciences, Industrial Arts, Music, Social Studies, & World Language
- Interviewed potential teachers
- Community Outreach - Trinity Church – Educate Home-School families

Frost M.S. & Churchill H.S. – Classroom Educator & Coach

2000-2012

- Taught over 12 different courses within Business Department & Center Program
- Business Department Chair
- NCA Department Chair – School Improvement
- DECA Program Chapter Advisor
- Created & Developed Professional Development
- Co-Op Coordinator

EDUCATION

Education Specialist	NOVA Southeastern University	September 2010
	▪ Ed. Leadership <i>Valid Administrator Certificate – Expires 6/30/2022</i>	
Master of Arts	University of Michigan-Dearborn	August 2000
	▪ M.A. – Education	
Teacher Certification	Eastern Michigan University	December 1995
	▪ Business Education (GX) 7-12 ▪ Vocation Marketing Education (VM) 5-12 ▪ Professional Certificate	
Bachelor of Arts	Adrian College	April 1991
	▪ B.A. - International Business ▪ B.A. - French ■ Baccalaureate Speaker April Graduation 1991	

COMMITTEES & ORGANIZATIONS

- Inter-Rater Reliability – PD Committee & Presented PD
- CPI Training
- District Evaluation Committee
- District Q.A.R. Team
- District Safety Team
- District School Improvement Team
- LEADS Scholarship Chairperson
- Presenter – District Professional Development
- Member of Michigan Association of Secondary School Principals
- Member of Association for Supervision and Curriculum Development

REFERENCES

Mr. Gary Harper	Principal – Stevenson H.S.
Ms. Lori Hyman	Athletic Director-Stevenson H.S.
Mr. Marc Hage	Athletic Director-Churchill H.S.
Mr. Eric Stromberg	Assistant Principal – Stevenson H.S.