

# Tom Traub

## Objective:

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To obtain an assistant principal position with Livonia Public Schools.  
To educate and guide children and teachers to maximize their potential.

## Experience:

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August 2018-Present  
***Instructional Coach***

Livonia Public Schools  
Livonia, MI 48154

- Collaborate with administrative team, staff, and district coaches to observe trends and apply best practices within our schools
- Analyze data to identify targets and learning goals to help student achievement
- Participate in modules, conferences, and book studies to identify current research to apply to the academic vision of the district
- Work with Chief Academic Officer to roll out focused Tier 2 and small group instruction within the 5/6 schools of the district
- Conference with teachers to set norms and specific goals to help students in their classroom

November 2016-August 2018  
***Assistant Principal***

Rosemont Elementary School  
Orlando FL, 32808

- Manage and oversee day to day operations to help students and staff be successful
- Collaborate with administrative team, staff, and local community members to create a safe and positive learning environment for students
- Observe daily lessons to ensure differentiated standards based instruction is in place for student achievement
- Conduct data specific walkthroughs to acknowledge and analyze current instructional trends that are taking place in the building
- Collaborate with leadership team to look at classroom data to analyze trends and provide professional development based on the needs of the school
- Oversee instruction of Kindergarten, special areas, and 5<sup>th</sup> grade science
- Use the Marzano I-Observation System to evaluate, provide feedback, and effectively coach teachers to help instructional practices to improve student achievement
- Collect student data and hold data meetings with teachers to reflect and make adjustments to meet the instructional needs of their students
- Roll out expectations for extra hour reading and intervention blocks to help teachers create differentiated plans to meet the needs of their students
- Set up and oversee the Saturday Scholars Program and Rosemont Science Academy that targets students to help with extra reading, math, and science instruction
- Analyze data to evaluate effectiveness of resources and programs put into practice during classroom instruction
- Oversee the rollout of STEM based initiatives like Project Lead the Way, Science Boot Camp, and Cubit using allocations from the Title I Budget
- Provide effective communication to parents and community members to meet the needs of the students
- Lead 4<sup>th</sup> and 5<sup>th</sup> grade science Professional Learning Communities

- Help enforce day to day disciplinary action and put Positive Behavior Systems in place to help meet the needs of all students in order to be successful

June 2016-November 2016  
**Curriculum Resource Teacher**

Phillis Wheatley Elementary School  
 Apopka, FL 32703

- Manage textbooks and inventory school curriculum resources
- Oversee school science instruction and lead 5th grade level PLC
- Lead Professional Development for faculty and staff that deal with state, district, and schoolwide expectations
- Collaborate with school administrative teams to do walkthroughs and plan professional developments and resources needed to adhere to school trends
- Testing Coordinator for schoolwide assessments and benchmarks
- Liaison and coordinator for Project Lead The Way (PLTW)
  - o Manage grant and allocate funds used for school technology curriculum and learning based projects
- Title I Contact
  - o Manage documentation and communicate expectations needed for funding and compliance
- After School Tutoring Coordinator
  - o Facilitate teachers, evaluate curriculum, communicate with parents and set up food and transportation for students involved in after school tutoring
- Created weekly school-wide student recognition plan using the “Panther of the Week” program for students
- Partners in Ed Coordinator
  - o Provide opportunities to pull in resources and members of the community help the well-being of students at Wheatley Elementary
- Editor of Wheatley Monthly Family Newsletter
  - o Develop different ways to reach family and community members by updating them on current events and academics taking place each month

July 2013-June 2016  
**District Instructional Coach**

Orange County School Transformation Office  
 Ronald Blocker Educational Leadership Center  
 Orlando, FL 32801

- Helped facilitate instruction in low performing schools
- Provided resources and materials in reading, math, and science for teachers and school based coaches
- Lead common planning meetings that envision the best instructional practices for student success under district initiatives
- Collaborated with school administrative teams to ensure student success
- Participated in Professional Learning Communities with a goal of ensuring that best practices are implemented
- Collaborated with groups to write the Instructional Focus Calendars for science and math
- Collaborated with instructional teams to compose county benchmark exams

August 2014-November 2014  
**UCF Administrative Internship II**

School Transformation Office  
 Orlando, FL 32801

- Facilitated Professional Development on expectations for principals needing the extra reading hour block
- Constructed Instructional Focus Calendars for math and science for elementary schools
- Created district benchmark and mini-benchmark assessments to be used for 2014-2015 school year
- Helped assess needs and implement extra reading hour block at Wheatley Elementary

- Analyzed data and created instructional plans to meet the needs of teachers and students at Ridgewood Park
- Observed teachers and provided model lessons while using the coaching cycle at Shingle Creek and Ridgewood Park
- Lead common planning and guided PLC at Ridgewood Park to help tailor instructional plan to meet the needs of current data and instructional trends seen within the classroom
- Facilitated Professional Development using Marzano Framework focusing on using activities that would fill the needs of Design Questions 2, 3, and 4 in small groups and teacher led centers at Ridgewood Park
- Collaborated with school administration teams to conduct walkthroughs and revise the school improvement plan at Ridgewood Park and Shingle Creek

May 2014-July 2014

**UCF Administrative Internship I**

Apopka Middle School

Apopka, FL 32712

- Assistant Principal duties for summer school
- Conducted interviews and participated in hiring decisions based upon school needs
- Presented current trends in data and analyzed the effect of reading programs
- Helped manage the daily responsibilities and maintenance of the facility
- Prepared a program to help remediate the decision making of a Level 4 behavior student
- Helped write focus goals and action plans for the school improvement plan
- Organized articles that could be used during Professional Development for the year

June 2009-July 2013

**5<sup>th</sup> Grade Teacher**

Engelwood Elementary School

Orlando, FL 32807

- Mentor teacher 2013
  - o Led the development of a junior intern from The University of Central Florida
- Member of RTI team 2010-2012
  - o Actively participated in the implementation of district and school initiatives to reach the needs of all students
- Fifth Grade Team Leader 2012-2013
  - o Facilitated the daily instruction and collaboration of the fifth grade team
- Destination College Coordinator 2010-2012
  - o Implemented school wide initiative to ensure the success of all students
- Science Olympiad Coach 2009-2013
  - o Actively participated in the planning and implementation of student academic achievement

January 2009-April 2009

**Senior Intern**

Heathrow Elementary School

Lake Mary, FL 32746

- Assumed complete responsibility of a fifth grade classroom
- Prepared all lessons, plans, parent communication, classroom management, and student interaction
- Regularly differentiated lessons and assessments to meet student needs
- Became an active participant in the Heathrow community

August 2008-December 2008

**Junior Intern**

Eagle's Nest Elementary School

Orlando, FL 32811

- Facilitated all subject lessons in a first and fourth grade classroom
- Obtained part-time responsibility of the classroom lessons, preparation, and parental involvement

- Developed differentiated instruction in a diverse classroom

May 2002 – August 2008

**Camp Counselor/Sports Instructor-Coach**

Livonia YMCA/ Orlando YMCA

Livonia, MI 48154 /Orlando, FL 32826

- Supervised children ages 3 – 8 years old and prepare a daily plan and schedule
- Demonstrated characteristics of being a positive role model
- Enabled children to strengthen mind, body and spirit
- Interacted with parents
- Helped operate after school programs and help students with tutoring and homework

### Skills and Abilities:

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Microsoft Office Applications Understanding		Problem Solving		Fast Learner	Creative
Detail Oriented	Data Tools Analysis	Organized	Caring	Hard Worker	
Team Player	Dedicated	Takes Initiative	Punctual	Great Leader	

### Education:

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<b>University Central Florida</b> Master's Degree in Educational Leadership	Orlando, FL	2012- 2014
<b>University Central Florida</b> Bachelor's Degree in Elementary Education	Orlando, FL	2007 - 2009
<b>Seminole Community College</b> Associates in Arts Degree	Sanford, FL	2006
<b>Eastern Michigan University</b> Elementary Education Studies	Ypsilanti, MI	2002 - 2005
<b>Schoolcraft College</b> Required Studies	Livonia, MI	2003 - 2004

### Certifications:

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Florida Elementary Education K-6  
 Florida ESOL Endorsement  
 Florida Middle Grades Math 5-9  
 Florida Educational Leadership K-12

Michigan Professional Teaching Certificate  
 Michigan School Administrator Certificate