

Heidi Stokes

Chapman School Administrative Candidate

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OBJECTIVE

I am seeking the position of full-time administrator at Chapman School in Anchor Point, Alaska. I am an experienced educator with the organization, vision, and drive to successfully lead Chapman to academic excellence while cultivating a positive school climate and building upon the treasured traditions that make Chapman School the center of the Anchor Point Community.

EDUCATION

Western Governor's University,
Millcreek, Utah:

Graduated October 2022

•Master of Science in
Educational Leadership

Utah State University, Logan,
Utah:

•Graduated December 2008,
Magna Cum Laude

•Bachelor of Arts Degree in
Elementary Education
•Minor in Physical Education
•Minor in Family and Human
Development

EXPERIENCE

Chapman School, Anchor Point, Alaska

Certified Teacher

Jan 2009-Present

- Kindergarten Teacher (2016-2023)
- New teacher mentor, student teacher supervisor and evaluator (2018-2023)
- Administrative substitute (2015-2023)
- K-8 Interventionist, reading and math (2009-2011, 2022)
- Title I Reading Interventionist (2011-2014)
- Title I Pre-K Teacher (2009-2016)
- K-8 PE Teacher (2009-2011)

Chapman School, Anchor Point, Alaska

Administrative Intern

November 2021-November 2022

- Provided stability to staff and students through multiple administrative changes
- Addressed personnel issues
- Addressed school and student safety concerns
- Assisted in the implementation and communication of a school wide behavior management system
- Fostered community partnerships with Homer OPUS to offer violin instruction at Chapman for kindergarten and first grade students

Ninilchik School, Ninilchik, Alaska

Administrative Intern

November 2021-November 2022

- K-12 administrative oversight
- Assisted with new principal transition

Chapman School Anchor Point, Alaska

Middle School Sports Coach/Activities Director

April 2009-November 2022

- Coached track, soccer, basketball, and volleyball
- Scheduled events and associated travel arrangements
- Organized and completed successful fundraising opportunities

KEY SKILLS —

- Dedicated to achieving academic excellence in reading and math
- Committed to making decisions with integrity
- Demonstrates poise and adaptability in difficult situations
- Committed to collaborative, solutions-based management
- Organized and punctual
- Experienced educator with extensive background in literacy instruction and researched based instructional practices
- Provides respectful, clear, and timely written and verbal communication
- Adept at conflict management
- Committed to staffing, scheduling, and resource planning that is based on data driven decisions

COMMUNICATION and LEADERSHIP

Communication is key to being a successful educator and school administrator. The following duties that I have performed are indicative of my ability to communicate with and lead my peers and other stakeholders.

Member of the Kenai Peninsula Borough Effective Literacy Team:

August 2022-Present

- Assisted in aligning district-based literacy policies to current research and Alaska Legislation
- Provided instructional expertise on best practices for teaching students how to read and bridge the proficiency gap

Chapman School Leadership Team Member

December 2015-Present

- Involved in the interviewing and hiring of new staff members
- Established school priorities and aligned staffing and schedules accordingly

Professional Learning Community Leader

December 2015- Present:

- Directed K-4 curriculum and teaching practices alignment
- Established goals based on current data to increase student proficiency and more effectively involve families

Personalized Learning School Representative

December 2016-2020:

- Provided professional development focused on personalizing the educational experience for students and honing teacher practices
- Guided staff to shift to online learning

KPBSD Title I Pre-K Curriculum and Assessment Development Committee Member
August 2010-May 2015

- Established program goals
- Aligned curriculum and assessment tools
- Established Chapman's Title I Pre-k program

Indications of Excellence

2021: Nominee for Alaska's Teacher of the Year

2016: Nominee for BP Teacher of Excellence

2014: Nominee for BP Teacher of Excellence

2013: Anchor Point Teacher of the Year

REFERENCES

[Available upon request.]