

Rosiland A. Seavers-Swain

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1/04 – 7/05

Director, Technology and Student Achievement Support

Provided leadership and assistance in developing and maintaining technology for the express purpose of increasing student achievement for the students of District 150.

7/01 – 1/04

Peoria High School Principal

Administered a comprehensive high school of 900 students in 9th through 12 grades and 140 staff members according to approved policies and regulations of the Board of Education.

- Led in improvement of the instructional program.
- Evaluated the work of all personnel assigned to the school.
- Worked cooperatively with the school administrative officers on all phases of the educational program.
- Supervised the efficient operations and care of the building, grounds, and other school properties assigned.
- Directed all students accounting for the students attending school.
- Directed student welfare and desirable school-pupil and school-community relationships.
- Participated in staff meetings and in-service training programs as prescribed by the administration and supervisor staff of the school system.
- Directed the supervision, discipline, and management of the students to provide a climate conducive to learning.
- Prepared accurate reports and kept current, accurate records as required.
- Participated in the development of the annual school budget by submitting budget requests and supporting data as requested.
- Performed other functions assigned by the Assistant Superintendent of Operations.
- Maintained a high standard of ethics in all professional and nonprofessional relationships.

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8/99 – 6/01

Manual High School Assistant Principal

Administered the school according to the approved policies and regulations of the principal and Board of Education.

- Directed, supervised and evaluated the instructional program.
- Explored, evaluated and implemented improved and high quality instructional programs.
- Evaluated and mentored the teaching staff.
- Participated and planned in-services that addressed the needs of the students and the faculty.
- Prepared accurate reports and keep current, accurate records as required.
- Participated in the development of the annual school budget.
- Developed the master schedule for students to be registered into classes appropriately.
- Interacted with the principal, deans, counselors, students, parents, faculty, and support staff so that the school ran efficiently.
- Performed principal's duties in the absence of the principal.
- Maintained a high standard of ethics in all professional and nonprofessional relationships.
- Served on and contributed to any committees within the district for the improvement of students' education.

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3/98 – 7/99

LOS ANGELES UNIFIED SCHOOL DISTRICT

Los Angeles, California

Teacher, Purche Avenue Elementary School

Managed and organized classroom activities including: short- and long-term planning, direction and training of students, evaluation and documentation of student's achievement and communication of student's progress with students, parents, principal and other educational support personnel.

- Possessed extensive experience in developing, planning, and implementing group presentations.
- Performed principal's duties in the absence of the principal.
- Served as summer school principal.

8/97 – 3/98

EISENHOWER ELEMENTARY SCHOOL

Davenport, Iowa

Elementary School Principal

Administered the school according to the approved policies and regulations of the Board of Education.

- Directed, supervised and evaluated the instructional, extra-curricular and guidance program.
- Led in the improvement of the instructional program.
- Evaluated the work of all personnel assigned to the school.
- Worked cooperatively with the school administrative officers on all phases of the educational program.
- Supervised the efficient operations and care of the building, grounds and other school properties assigned.
- Directed all students accounting for the students attending school.
- Directed student welfare and desirable school-pupil and school-community relationships.
- Participated in staff meetings and in-service training programs as prescribed by the administration and supervisor staff of the school system.

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- Directed the supervision, discipline and management of the students to provide a climate conducive to learning.
- Prepared accurate reports and kept current, accurate records as required.
- Participated in the development of the annual school budget by submitting budget requests and supporting data as requested.
- Performed other functions assigned by the Director of Elementary Education.
- Maintained a high standard of ethics in all professional and nonprofessional relationships.

7/86 – 8/97

LOS ANGELES UNIFIED SCHOOL DISTRICT
Los Angeles, California

6/94 – 8/97

Personnel Specialist

Coordinated and participated in the staffing procedure (in and out of state recruitment) for elementary, secondary and special education schools.

- Performed interviewing, counseling, referring, contracting and assigning teachers.
- Directed the verification and monitoring eligibility for regular school, Special Education programs, summer school, and substitute teaching assignments.
- Assisted with the projection of District staffing needs and District auditors with the analysis of staffing patterns and position utilization.
- Interpreted employment status to applicants and reviewed selection results or employment decisions with candidates.
- Provided advisement and counseling for candidates who have difficulty meeting District selection standards.

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7/86 – 6/94

Teacher, Broadacres Elementary School

Managed and organized classroom activities including: short- and long-term planning, direction and training of students, evaluation and documentation of student's achievement and communication of student's progress with students, parents, principal and other educational support personnel.

9/81 – 6/86

ARCHDIOCESES OF LOS ANGELES

Los Angeles, California

Teacher, Maria Regina Elementary School

Managed and organized classroom activities including: short-and long-term planning, direction and training of students, evaluation and documentation of student's achievement and communication of student's progress with students, parents, principal and other educational support personnel.

6/73 – 3/79

CENTRAL ILLINOIS LIGHT COMPANY

Peoria, Illinois

Real Estate Representative

Initiated title searches and verified legal property descriptions.

- Prepared options, deeds, easements, lease agreements, permits, license agreements and damage releases.
- Appraised property for company's interests.
- Negotiated land purchases and easements, company construction work with property owners and settle routine claims for damage to property resulting from construction work.

COMPENSATION: