

Emily Rose Dunker

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EDUCATION

University of Pittsburgh
LIFTS Principal Program
August 2019

Duquesne University
M.Ed in Secondary Ed. & English
May 2014

Saint Mary's College
B.A. in English Literature
May 2012

CERTIFICATIONS

Pennsylvania Administrative I Principal PK-12 ♦ Pennsylvania Instructional II English 7-12
Pennsylvania Instructional I Instructional Technology Specialist PK-12

LEADERSHIP & PROFESSIONAL EXPERIENCE

Carlynton Junior-Senior High School ♦ Carnegie, PA *January 2021- Current*

♦ **Acting Principal/Assistant Principal**

Implemented Chill Project through AHN at CHS to provide mental health resources for students
Piloted new drug and alcohol programming in conjunction with HSAO and school board
Collaborated with crisis team to create proactive safety plans for students at risk
Coordinated master schedule for junior-senior high school by implementing new SIS
Observed professional employees to create rigorous instruction and assessment
Collaborated with MTSS team to support student needs throughout grades 7-12 for 600+ students
Collected, analyzed trends in team, building data to support data-based decision-making across building
Engaged stakeholders via monthly newsletter to increase school-parent relationships
Facilitated summer programming for 200+ students for enrichment, remediation purposes
Created open-communication channels with faculty, staff members through new SIS implementation

Freedom Area High School ♦ Freedom Area School District, PA *August 2019- December 2021*

♦ **Crisis Team Leader**

Served as high school representative on district crisis team to employ campus procedures for safety of district

♦ **SAP Team Leader**

Assisted a variety of student needs by identifying and referring students to inside, outside school services
Collaborated with MTSS team to support student needs throughout the 10th grade team

♦ **10th grade Communications Teacher**

Engaged 110+ students in learning by providing differentiated instruction to employ critical thinking skills
Communicated daily via parent e-mails, updates on Remind, and misskirtich.com to maintain strong expectations for parent-teacher-student collaboration

Wexford Elementary School ♦ Pine-Richland School District, PA *January 2019- August 2019*

♦ **Principal Intern**

Disaggregated PSSA data for Math & English scores in grades K-3 to identify trends in student scores
Collaborated in interview process to hire Kindergarten teacher & librarian by following district guidelines
Supervised Camp Invention with 200+ students grades K-6 and managed personnel, building staff

North Catholic High School ♦ Diocese of Pittsburgh, PA *August 2014- July 2019*

◇ **10th and 12th grade English Teacher**

Assessed 140+ students via Microsoft, NearPod, & Padaeia seminars as formative, summative assessments
Created organic units in World, British Literature by incorporating fiction & non-fiction texts to enhance student understanding and mastery of the writing process
Accommodated student learning needs by collaborating

◇ **Admissions Outreach & Marketing Coordinator**

Managed outreach for 30+ parochial schools in Diocese of Pittsburgh to recruit incoming students &
Conveyed accurate philosophies of curriculum and the institution to 100+ prospective students
Assisted in growing student population by 25% annually to increase overall enrollment
Created admissions materials with marketing publisher
Arranged introductory meetings, tours with prospective students, families to discuss opportunities
Allocated scholarship, financial aid monies to students deserving of merit, need-based demographics
Prepared, facilitated school personnel, students on 8th grade shadow day for 225+ prospective students

◇ **Student Council Moderator**

Hampton Middle School ◇ Hampton Township School District, PA

June 2013- July 2018

◇ **Summer Program Coordinator**

Supervised HMS Summer Program for 300+ K-12 students to provide enrichment during summer program
Monitored summer course curriculum by supporting faculty material and student needs
Confidentially disseminated student health records & learning accommodations to appropriate staff members
Orchestrated safe protocols for drop-off, pick-up of program to ensure student safety
Composed Summer Program School Board report by conducting cost analysis of materials, earnings of program
Created HMS Vision Statement by collaborating with faculty and administration at the middle school

CAMPUS LEADERSHIP & ACTIVITIES

Saint Mary's College ◇ Notre Dame, IN

August 2008- May 2012

◇ **Chief of Staff** ◇ *Student Government Association*

Coordinated communication between commissioners, Executive board member programming for 1600+ women

◇ **Student Chair** ◇ *General Education Curriculum Committee*

Collaborated with faculty as sole student on committee to restructure general education for College
Co-authored curriculum committee revisions of syllabi sent to faculty members as suggestions for course modifications

◇ **Student Chair** ◇ *Support a Belle. Love a Belle.*

Piloted week-long initiative to reach out to students adversely affected by anxiety & depression

◇ **Upward Bound Counselor** ◇ *TRiO Programs at the University of Notre Dame*

Tutored & mentored underprivileged students in South Bend School Corporation, collaborated with a team of 5 counselors & ACE student teachers to plan daily activities & lesson plans; Indiana University for Upward Bound Olympiad

SKILLS & CLUBS

◇Language: Strong proficiency in speaking, reading, & writing Spanish

◇Technical: Microsoft Office Suite, Adobe suite 4s, NearPod, iMovie, Green Screen, Quick Response, , Google suite, PowerSchool, PCR, OnHands, PaETEP, Formstack; Microsoft 365, Naviance, Pinnacle, Schoology, Weebly

◇Clubs: Assistant Girls Track Coach, Student Council, Newspaper Club, Mock Trial, Homecoming, Prom, Interact