

Emily Rose Skirtich

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EDUCATION

University of Pittsburgh, Pittsburgh, Pennsylvania GPA: 4.0/4.0

Certification: Administrative I Principal PK-12 Certificate

August 2019

Duquesne University, Pittsburgh, Pennsylvania GPA: 4.0/4.0

Master of Science in Education: Secondary Education & English

May 2014

Certification: Instructional II English (7-12) *Certification in progress:* Instructional Technology Specialist (K-12)

Saint Mary's College, Notre Dame, Indiana

Bachelor of Arts Degree: English Literature

May 2012

LEADERSHIP EXPERIENCE

Mentor Teacher ♦ *California University of Pennsylvania*

Current

♦ Served as mentor teacher in field placements to various Education students in program of studies

♦ Mentored developing teacher leaders by leading high-quality instruction, practices for students in internship

Crisis Team Leader ♦ *Freedom Area High School*

Current

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

SAP Team Leader ♦ *Freedom Area High School*

Current

♦ 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

Data Committee Team Leader ♦ *Freedom Area High School*

Current

♦ Collected, analyzed trends in team, building data to support data-based decision-making across the building

Principal Intern ♦ *Wexford Elementary School*

Summer 2019

♦ Disaggregated PSSA data for Math & English scores in grades K-3 to identify trends in student scores

♦ Interviewed and hired Kindergarten teacher & librarian for elementary school campus by following district guidelines for personnel

♦ Supervised Camp Invention with 200+ students grades K-6 and managed personnel, building staff

Summer Program ♦ *Hampton Middle School*

Summer 2018

♦ 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 students before & after Summer 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

Admissions Outreach & Marketing Coordinator ♦ *North Catholic High School*

Spring 2015-2017

♦ Managed outreach for 30+ parochial schools in Diocese of Pittsburgh to recruit incoming students &

♦ Budgeted, created marketing materials for recruitment efforts despite staunch financial restrictions

♦ Conveyed accurate philosophies of curriculum and the institution to 100+ prospective students

♦ Assisted in growing student population by 25% annually to increase overall enrollment

♦ 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 on campus

Student Council Moderator ◇ *North Catholic High School* *Fall 2014-Spring 2017*

- ◇ Empowered student leaders to sponsor & execute events for school spirit, mission, & community initiatives
- ◇ Fundraised \$8,000+ for homecoming & prom by sponsoring student-led activities throughout academic year
- ◇ Planned, executed, & supervised homecoming and prom for 3 school years by designing online ticket sales & guest permission signatures online

Instructional Technology Intern ◇ *Hampton Middle School* *Summer 2013-Fall 2013*

- ◇ Coordinated with faculty, students to incorporate technology into curriculum, class projects
- ◇ Differentiated learning in classrooms with various technological resources by introducing strategies to faculty, administration, such as flipped classroom
- ◇ Individualized classroom projects for students by accommodating lesson plans to benefit students' learning styles and strengths

Upward Bound Counselor ◇ *TRiO Programs, University of Notre Dame* *Summer 2011*

- ◇ 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
- ◇ Cohabited with campers for a month in residence hall on campus, ensured constant safety of students
- ◇ Provided supervision to students during their daily activities & planned recreational evening activities, including 3 day trip to Indiana University for Upward Bound Olympiad

Student Chair ◇ *General Education Curriculum Committee, Saint Mary's* *Fall 2010-Spring 2012*

- ◇ Collaborated with faculty as sole student on committee to restructure general education for College 600+ women
- ◇ Co-authored curriculum committee revisions of syllabi sent to faculty members as suggestions for course modifications

TEACHING

10th grade Communications Teacher ◇ *Freedom Area High School* *August 2019-Current*

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

10th and 12th grade English Teacher ◇ *North Catholic High School* *August 2014-July 2019*

- ◇ Used Microsoft Forms, NearPod, exit slips, & Padaeja seminars as formative & summative assignments
- ◇ Created organic units in World Literature and British Literature by incorporating fiction & non-fiction texts to enhance student understanding and mastery of the writing process
- ◇ Accommodated student learning needs by collaborating with IU reading specialist, academic support team to appropriately scaffold student learning

Student Teacher ◇ *Hampton Middle School* *Spring 2014*

- ◇ Provided supplemental support for students before and after school to remediate learning
- ◇ Collaborated with colleagues in 7th grade team to create cross-curricular units and streamline student learning
- ◇ Sponsored student-driven publication of *Pawprint Press* in all stages of writing, editing, publication of paper
- ◇ Counseled students participating in Mock Trial and brought in local U.S. Attorney to clarify and further develop depositions and arguments for competition

CAMPUS LEADERSHIP & ACTIVITIES

Chief of Staff ◇ *Student Government Association, Saint Mary's College* *Spring 2011-Spring 2012*

- ◇ Coordinated communication between commissioners & Executive board member, programming for 1600+ students

Student Chair ◇ *Support a Belle. Love a Belle, Saint Mary's College* *Fall 2011*

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

Student Conduct Board Chairwoman ◇ *Saint Mary's College* *Fall 2009-Spring 2010*

SKILLS

- ◇ 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, Formstack; Microsoft 365, Naviance, Pinacple, Schoology, Weebly, Microsoft Surface Pros, Mac