

# LYNN SMITH

## OFFICE ADDRESS

Urbana Middle School  
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## HOME ADDRESS

222 Vine Street  
Urbana, Illinois 61801  
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## **JOB OBJECTIVE**

Seeking position as principal of a middle/junior high school or high school.

## **EDUCATION**

Advanced Certificate, Educational Administration, University of Illinois at Urbana-Champaign, May 2010

Ed.M. Educational Administration, University of Illinois at Urbana-Champaign, August, 2006

B.A. English Education, University of Illinois at Urbana-Champaign, August, 2001

## **CERTIFICATES**

Illinois general administrative certificate, type 75

Illinois standard high school certificate grade 6-12, English, type 09

## **PROFESSIONAL WORK EXPERIENCE**

Assistant Principal, Urbana Middle School, Urbana, Illinois, August, 2008 to present.

Administrator in a building with three administrators, thirty faculty, ten non-certified personnel, and eight-hundred students with twenty per cent minority enrollment. Designed master schedule in cooperation with ten department chairs; assisted principal in selecting and evaluating instructional staff and developing curricula and programs; chaired building committee on parent involvement; developed all publicity releases for school news. Developed first master plan for public relations for building, published parent involvement handbook, and received award for superior public relations from National School Public Relations Association in May, 2009.

Chair, Department of English, Urbana Middle School, Urbana, Illinois, August 2006 to August 2008.

Chair of seven-member department responsible for teaching English and reading to all students in grades seven through nine; assisted assistant principal in development of master schedule of departmental courses; planned and utilized annual budget of \$5,000 for instructional equipment and materials. Chaired district-wide search committee for selection of superintendent and building search committee for selection of assistant principal.

Research Assistant, Department of Administration, Educational Organization and Leadership (EOL), College of Education, University of Illinois Urbana-Champaign, September 2004 to August 2006.

Served as graduate research assistant to chair of Department of EOL; developed master schedule of on-campus and extramural graduate courses; advised prospective and current graduate students of course and certification requirements; wrote and produced three informational brochures for master's advanced certificate and doctoral programs in educational administration, and served on departmental admissions committee.

Teacher, Department of English, Urbana Junior High School, Urbana, Illinois, August, 2000 to June 2004.

Member of seven-person department. Taught four classes per semester of ninth-grade English involving contact with over 100 students per day; served as advisor to student staff of school newspaper; served as member of school-parent involvement committee and member of search committee for department chair.

#### PROFESSIONAL ASSOCIATIONS

- American Association of School Administrators
- Association for Supervision of Curriculum Development
- Illinois Association of School Administrators
- Illinois Principals Association
- National Association of Secondary School Principals

#### RECENT PROFESSIONAL SERVICE

- *Member*, North Central Association accrediting team to St. Louis Public School District, November 15-18, 2006
- *Editor*, Newsletter, University of Illinois' Phi Delta Kappa chapter, 2005-2006
- *Co-Chair*, Regional Meeting of Illinois Association of School Administrators, October 15-16, 2008, Urbana, Illinois

#### HONORS AND AWARDS

- Phi Delta Kappa
- Phi Kappa Phi
- Listed in Who's Who in the Midwest, 2001 edition

#### PUBLICATIONS

Smith, Lynn and Adams, Jan. "Positive School Public Relations." Illinois Principal 1(November 2008): 31-32.

Smith, Lynn. "Public Relations: Theory and Practice." Journal of Educational Communications 3(March 2009): 1-3.

**PRESENTATIONS**

“Involving Parents in School Programs.” Paper presented at annual meeting of Illinois Association of School Administrators, April 2009, Springfield, Illinois.

“Designing a Master Plan for School Public Relations.” Paper presented at annual meeting of Illinois Principles Association, October 14, 2009, Springfield, Illinois.

**CONSULTING**

Consultant on school public relations, Tolono School District, Tolono, Illinois, October 1-2, 2008; Paxton School District, Paxton, Illinois, November 1-3, 2008. Assisted school district superintendents and building principals in development of master school public relations plans.

Consultant on parent involvement in schools, Effingham School District, Effingham, Illinois, March 1, 2009. Assisted president and officers of Parents-Teachers Association in developing parent involvement handbook and program.

**AREAS OF PROFESSIONAL INTEREST**

- School public relations
- Parent involvement

**REFERENCES**

Jan Adams, Principal, Urbana Middle School, (217) 000-0000, janadams@xxx.edu.

Sara Jones, Chair, Department of English, Urbana Middle School, (217) 000-0000, sarahones@xxx.edu.

Sue Rivers, Department of Administration, Educational Organization and Leadership, College of Education, University of Illinois at Urbana-Champaign, (217) 000-0000, suerivers@xxx.edu

Leslie Stewart, Superintendent, Urbana School District, (217) 000-0000, lesliestewart@xxx.edu.

Ronald Villarreal, Superintendent, Paxton School District and President, Illinois Association of School Administrators, 2006-2008, (217) 000-0000, ronvillarreal@xxx.edu.

**DATE AVAILABLE FOR EMPLOYMENT**

July, 2010