

Pamela Huggins

SUMMARY

Educational and organizational leader offering 34 years of career excellence. Demonstrating in-depth knowledge of community involvement methods and proposal writing focused on delivering highly-successful fundraising outcomes. Esteemed Educator and communicator proficient in educational instruction and team building exercises with students and faculty. Goal-oriented and financially-astute administrator bringing advanced proficiency in allocating and managing educational organization resources. Utilizing familiarity in local standards and state, federal and local regulations to achieve and implement academic achievement plans and programs.

SKILLS

I worked with many committees professionally in both systems I worked for.

EXPERIENCE

Student Teacher Supervisor

Athens State University | Athens, AL | August 2010 - December 2012

Supervised student teachers for Athens State University - I was responsible for 5 student teachers per semester.

Assistant Principal

Legacy Elementary | Madison, AL | July 2007 - June 2010

- Worked directly with the Principal in planning long-range goals for the school
- Conduct new teacher orientation, meeting, and training, to include PEPE training
- Supervise and mentor student teachers
- Perform inventory of all supplies, materials and textbooks
- Conduct evaluations of faculty and structured interviews
- Served as the Local Education Agent (LEP) for meetings over the time I was there
- Played a key role in preparing a successful \$50K grant proposal to develop and outside science classroom between Legacy and the Dept. of Conservation and Natural Resources.

Assistant Principal

Monrivia Elementary School | Huntsville,, AL | July 2002 - June 2007

- Working directly with the Principal in overseeing all aspects of the elementary school
- Conducted new teacher orientation, meeting, and training

- Supervised and mentored students teachers
- Perform inventory for school supplies, materials, and textbooks

Teacher

Huntsville City Schools, Madison County Schools | Huntsville, AL | August 1976 - June 2002

- Created assignments and tests to evaluate student knowledge.
- Assisted students with developing project ideas.
- Designed compelling lesson plans focused on literature and writing learning goals for 7th and 8th level classes.
- Supported students outside of classroom by mentoring clubs and supervising cheerleaders events.
- Taught students in various stages of cognitive, linguistic, social and emotional development.
- Created lesson plans in accordance with state curriculum and school-wide curriculum standards.
- Developed individualized lesson plans based on each student's IEP goals.
- Taught science to 7th and 8th grade students
- Taught physical education to 6th - 8th grade students

EDUCATION AND TRAINING

Masters Endorsement of Science And Administration

Alabama A & M University | Normal, AL | May 1989

Master of Arts: Health And Physical Education

University Of North Alabama | Florence, AL | August 1980

Bachelor of Science: Health And Physical Education And Biology

The University Of Alabama | Tuscaloosa, AL | May 1974