

Katherine Brooks, MSA

School Administrator | Assistant Principal | Instructional Leadership & School Culture

Raleigh, NC • (919) 555-0124 • katherine.brooks@email.com • linkedin.com/in/katherinebrooks-edleader

PROFESSIONAL PROFILE

School Administrator with 3.5 years of experience as an Assistant Principal in a 900-student middle school and 7+ years in education overall. Improved proficiency on state assessments by 12 points, reduced suspensions by 38%, and led teacher coaching for 55 staff. Skilled in instructional leadership, data analysis, student discipline and culture, budget oversight, and family and community engagement.

LEADERSHIP COMPETENCIES

Leadership: Instructional Leadership, Teacher Observation & Coaching, Professional Learning Communities (PLCs), Master Scheduling, Staff Evaluation (NCEES), Strategic Planning, Budget Oversight

School Culture & Operations: Student Discipline & Restorative Practices, PBIS, MTSS, Attendance Improvement, School Safety & Crisis Planning, Title I Compliance, Family & Community Engagement

Data & Systems: Data Analysis (EVAAS, iReady), PowerSchool, Google Workspace, Microsoft Office, Canvas

ADMINISTRATIVE EXPERIENCE

Assistant Principal

Jul 2023 – Present

Triangle Ridge Middle School — Raleigh, NC

- Support the principal in leading a 900-student, 55-staff school; oversee grade 7 instruction, discipline, and master scheduling.
- Improved proficiency on state math and reading assessments by 12 points in two years through PLC coaching and data protocols.
- Reduced out-of-school suspensions by 38% by implementing restorative practices and a school-wide PBIS framework.
- Conduct 120+ classroom observations per year and coach teachers on instruction; 90% of coached teachers improved evaluation ratings.
- Managed a \$450K instructional budget and a Title I allocation with full compliance; raised daily attendance from 91% to 94%.

Dean of Students / Instructional Coach

Aug 2020 – Jun 2023

Wake County Public Schools — Cary, NC

- Led student behavior systems and family communication for 650 students; cut repeat referrals by 30%.
- Coached 20 teachers in literacy and math instruction; led monthly data meetings for a 6-teacher team.
- Organized parent-engagement events reaching 400+ families and launched a school-community mentorship program with 35 mentors.
- Taught grades 6–8 English Language Arts for 3 years before moving into leadership.

HONORS & SERVICE

NC Assistant Principal of the Year Finalist 2025; Aspiring Principals Program Cohort; Member, NC Association of School Administrators.

EDUCATION

Doctor of Education (Ed.D.) in Educational Leadership — in progress

North Carolina State University — Raleigh, NC

Expected 2027

Master of School Administration (MSA)

University of North Carolina at Chapel Hill — Chapel Hill, NC

2022 | GPA 3.9

Bachelor of Arts in English Education

Appalachian State University — Boone, NC

2017

LICENSURE

- NC Principal / Assistant Principal License (Pre-K–12)
- NC Professional Educator License, English Language Arts (6–12)
- Safe Schools / Crisis Intervention Training