

James Lin

Education

University of Massachusetts - Lowell

Lowell, Massachusetts

Master of Education

Major: Educational Administration

GPA: 3.933

Attended September 2006 to December 2008

Degree conferred December 2008

University of Michigan-Ann Arbor

Ann Arbor, Michigan

Master of Arts

Major: Educational Studies

GPA: 6.600

Attended September 1996 to December 1997

Degree conferred December 1997

University of Wisconsin-Madison

Madison, Wisconsin

Bachelor of Science

Major: Zoology

GPA: 2.844

Attended September 1990 to May 1994

Degree conferred May 1994

Experience

Groton-Dunstable Regional Middle School

Jul 2015 - Present

Principal

Groton, MA

- o Oversee a school of 766 Grades 5- 8 students with 97 staff members
- o Directly supervise and evaluate licensed and non-licensed staff within the building including teachers and paraprofessionals
- o Develop and supervise the implementation of the school budget
- o Create and implement the School Improvement Plan
- o Plan and implement monthly faculty meetings
- o Plan and chair School Council Meetings
- o Work with appropriate personnel to ensure proper delivery of special instructional programs (i.e., ESL, regular education tutoring, and special education)
- o Collaborate with other administrators in the development, implementation, evaluation, and modification of curricular and instructional programs
- o Participate in team meetings with teachers and support staff to assess student needs and coordinate group efforts at problem solving
- o Lead the screening and hiring processes of new teachers and other employees
- o Ensure curriculum is aligned with Massachusetts Curriculum Frameworks and the Common Core

o Participate in monthly PTO meetings and collaborate with parents to support school goals

Supervisor: Laura Chesson (978-448-6155)

Experience Type: Public School, Full-time

Please **do not** contact this employer

Concord Middle School

Aug 2009 - Present

Assistant Principal

Concord, MA

- o Directly supervise and evaluate licensed and non-licensed staff within the building including teachers and paraprofessionals
- o Develop the master schedule and staff duty schedule
- o Coordinate and supervise in-school and after-school student activity programs
- o Supervise students and enforce handbook expectations to maintain positive school culture
- o Administer and coordinate disciplinary actions and maintain student disciplinary records
- o Facilitate IEP review, initial, and reevaluation meetings
- o Work with appropriate personnel to ensure proper delivery of special instructional programs (i.e., ESL, regular education tutoring, and special education)
- o Serve on Student Support Team to ensure mental health and other student well-being issues are properly addressed
- o Participate in team meetings with teachers and support staff to assess student needs and coordinate group efforts at problem solving
- o Coordinate all MCAS and PARCC testing
- o Assist the principal and other administrators with the development, implementation, evaluation, and modification of curricular and instructional programs
- o Ensure curriculum is aligned with Massachusetts Curriculum Frameworks and the Common Core
- o Provide leadership to determine appropriate assessment practices and to utilize data to inform instruction
- o Ensure the proper implementation of the 1:1 computing program
- o Share responsibilities in creating and implementing the School Improvement Plan
- o Assist with the planning and implementation of faculty meetings
- o Engage the wider community and collaborate with parents to support school goals
- o Participate in the screening and hiring processes of new teachers and other employees
- o Supervised and coordinated the school's China cultural exchange program and lead the student exchange trip to Sunshine Middle School in Xi'an, China
- o Represent the principal in her absence

Supervisor: Lynne Beattie (978-341-2490)

Experience Type: Public School, Full-time

It is OK to contact this employer

Jonas Clarke Middle School

Aug 2008 - Jan 2009

Interim Assistant Principal

Lexington, MA

- o Assisted principal with the implementation of Professional Learning Community initiatives by designing staff professional development activities during which teachers set SMART goals, developed formative common assessments, and analyzed assessment data
- o Assisted the principal in planning and conducting faculty meetings
- o Oversaw student discipline and enforced school rules and regulations to promote a safe and equitable learning environment
- o Participated in the screening and hiring processes for new teachers and other employees
- o Served as a member of the Crisis Management Team and reviewed the school's crisis response plan

to ensure school safety.

- o Participated in the school's PTA meetings and collaborated with parents to achieve the visions and goals described in the School Improvement Plan
- o Coordinated, scheduled, and monitored assemblies and other school-wide activities

Supervisor: Steven Flynn (781-861-2450)

Experience Type: Public School, Full-time

Please **do not** contact this employer

Jonas Clarke Middle School

Sep 1999 - Jul 2009

Middle School Science Teacher

Lexington, MA

- o Designed and implemented 8th grade physical science curriculum
- o Designed and implemented three levels of the 8th grade mathematics program
- o Served as team leader of an 8th grade team, coordinated team activities and field trips, and facilitated team meetings
- o Served on a multi-constituent School Improvement Council to promote school goals and visions.
- o Served as student council advisor to promote student leadership and community service
- o Coordinated the school's community service program to promote positive relationships between students and the rest of the community
- o Served as a member of the district's Science Curriculum Review Committee to assess and make recommendations for the middle school science/technology/engineering curriculum
- o Served as mentor to newly hired teachers and counseled and assisted them with their professional responsibilities
- o Served as a liaison between the school administration and a parent volunteer group to raise funds for an out-of-state class field trip

Supervisor: Steven Flynn (781-861-2450)

Experience Type: Public School, Full-time

Please **do not** contact this employer

Rackham Merit Fellowship

Awarded by the Graduate School of the University of Michigan.

Sheltered English Immersion - Administrator Endorsement

Approved August 28, 2014 by the DESE.