

Meagan Pavey



Citizenship : Canadian, Address: 14 Aberdeen Rd. S.,
Cambridge, ON, Canada, Mobile: 1-519-212-8051
e-mail : meaganpavey@gmail.com
Skype : meaganpavey Twitter: @tetheredexpat
Blog : www.tetheredexpat.wordpress.com



Profile

Thoughtful, experienced and energetic secondary school educator with a strong background in educational leadership and classroom teaching. Strong belief in the power of relationships to build a solid school community. Adept with school accreditation, data analysis, student-centered lesson development, e-portfolios, curriculum review, development and mapping, standards based assessment and reporting, supervision and evaluation, staff development, master scheduling, and team building. Professionally intrigued by design thinking, maker spaces, STEAM and organizational development.

Professional Experience

Middle School Principal	American International School of Guangzhou, Guangzhou, P.R. China www.aisgz.org	July 2009 - June 2015
Middle School Assistant Principal	American School in Japan, Tokyo, Japan www.asij.ac.jp	August 2005 - June 2009
Middle School Science Teacher	American School in Japan, Tokyo, Japan www.asij.ac.jp	August 2002 - June 2009
Middle and High School Science Teacher	Lower Canada College, Montreal, Canada www.lcc.ca	August 1995 - June 2002

Education

M.A. in Educational Leadership	The College of New Jersey, Ewing, N.J.	In progress – expected completion: May, 2016
Diploma in Education	McGill University, Montreal, QC	May 1995
B.Sc. Major in Biochemistry Minor in Women's Studies	McGill University, Montreal, QC	May 1994
Ontario High School Diploma	Southwood Secondary School, Cambridge, ON	January 1990

Certification

Certificate in International School Leadership – Principals' Training Center, www.theptc.org London/Miami, July 2010
Secondary Teaching Certificate, Quebec, Canada – Secondary Biology and Chemistry, June 1995

Educational Leadership

In the role of Principal:

Curriculum, Instruction and Assessment Leadership

- ✓ Responsible for the educational programming of 265 6th, 7th and 8th Grade students
- ✓ Responsible for planning and delivery of divisional professional development, ex. math program renewal, standards based assessment and reporting
- ✓ Facilitate the Understanding by Design curriculum mapping process (Rubicon Atlas) in conjunction with the curriculum coordinator
- ✓ Oversee the revitalization of the advisory program and math program and introduction of Readers' and Writers' workshop
- ✓ Developed and implemented a 4 year plan to move the MS to a standards based assessment and reporting system from single letter grades

Instructional Management

- ✓ Supervise and evaluate 22 faculty and the MS/HS Assistant Principal
- ✓ Annual recruiting of international teachers
- ✓ Co-developed the AISG Professional Evaluation System based on professional domains and standards
- ✓ Worked collaboratively with student support team members to implement a Response to Intervention collaborative model for resolving issues of student behavior and academic difficulty
- ✓ Worked collaboratively with Assistant Principal to ensure the middle school learning community was a physically and emotionally safe environment for students and teachers

Student Learning

- ✓ Lead author on the board and WASC report looking at literacy assessment data since 2006
- ✓ Initiated the use of the ERB Writing Assessment Program and data analysis in the MS
- ✓ MAP site coordinator (2009-11) and responsible for professional development on data analysis working with MAP leadership team
- ✓ Proficient in developing and using pivot tables to analyze student learning data

Technology

- ✓ Collaboratively planned and supported the 1:1 laptop roll out program in the middle school including faculty professional development
- ✓ Proficient in scheduling and tracking student information using Admin+ and Aspen
- ✓ Proficient with Moodle and Mahara as web based learning portals, WordPress as blogging platform
- ✓ Communication with parents and teachers by way of blogs
- ✓ Initiation and support of the student e-portfolio project
- ✓ Utilization of Twitter communities for professional development

Governance, Accreditation and Board Relations

- ✓ Co-chair of the Instruction Focus Group for the Western Association of Schools and Colleges (WASC) Self-Study process (school accreditation)
- ✓ Responsible for monthly reports to the board and specialty reports, supported by board presentations
- ✓ Co-chair for Instruction focus group for the WASC self-study
- ✓ Member of 7 WASC Accreditation Teams in the East Asia Regional Council of Schools, 3 as Chair

Parent and Community Relationships

- ✓ Increased Korean and Chinese parent involvement with the MS parent events by introducing Korean and Chinese liaisons to the MS PTA group
- ✓ Increased parent participation in MS coffee morning workshops and initiated parent involvement in MS events

Finance and Resource Management

- ✓ Responsible for the development and administration of MS operational budget ~ \$400,000/year

Professional Development and Association Membership

- ✓ East Asia Regional Council of Schools MS Principals Network
- ✓ Rubicon ATLAS training – Portland, Oregon
- ✓ Standards Based Assessment and Reporting Workshop – Thomas Guskey – Prague
- ✓ Association of Supervision and Curriculum Development, Association of Middle Level Education, National Science Teachers Association

In the role of Assistant Principal:

- ✓ Lead the professional development which supported the introduction of S.M.A.R.T. goals
- ✓ Planned and transitioned to semi-blocked schedule with common planning time
- ✓ Chaired the Advisory Coordinating Team, Elective Review Team
- ✓ Participated in and facilitated activities for the Organizational Development Cadre
- ✓ Utilized Columbia and Blackbaud to develop the middle school master schedule
- ✓ Conducted review and reported out to community on school community service initiatives, history
- ✓ Faculty advisor to the Students' Council
- ✓ Supervised and evaluated 40 faculty in collaboration with the principal
- ✓ Board member of the Japan Association of Supervision and Curriculum Development (ASCD)
- ✓ Maintained a 50% teaching responsibility

References – available upon request