

Glen E. Dawursk, Jr.

2163 South 85th Street, West Allis, WI 53227
(414) 321-5777 • (414) 429-3934 • E-mail: glend100@hotmail.com

Dear School Superintendent or Principal:

I am applying for an administrative position in your school or district. I am currently certified as a principal #51 and am completing my coursework toward a Principal Specialist (EdS) degree. I am also certified by the State of Wisconsin as a junior and senior high school teacher (27 – grades 7-12) in the areas of *English* (300), *speech communications* (320) and *theatre* (325), and I have a Master of Arts in Education specializing in administration. My e-portfolio is available at www.dawursk.info.

For the past four years as the Associate Principal - Dean of Students at a 350 member Milwaukee Public School (grades 6-12), I have demonstrated a positive balance of leadership and collaboration while maintaining the school's overall behavioral climate. Here I developed an innovative consequence program called the ALC (Alternative Learning Center). The program dramatically lowered our suspension rate from 868 in 2005-06 to less than 30 last year. I also created a Character Development Plan to compliment this consequence component. I further authored our school's teacher supervision and observation plans, school-community relations program, and crisis management plan (all four are published at www.dawursk.info/WCA) and I have been the coordinating administrator for the school's education and compliance plan for the past three years. In my parallel role as the school's Student Services Administrator, I oversee the coordination and compliance requirements of our special education, ELL, social work and guidance counseling departments where we have received a 100% rating from MPS for the past two years.

My rapport with students and peers has always been excellent, and I have been respected in my field. Last summer, I received distinction from the *National Scholars Honor Society* for my academic and professional success. I consider myself to be an extremely personable, creative individual and have been told I have exceptional deductive reasoning and problem solving skills. I am enthusiastic, positive, self-motivated and a detail person. I enjoy working hard, but always find time for relaxation with my congregation, family and friends.

My experience as a youth worker, assistant scoutmaster, and classroom educator has also taught me how to relate more effectively to the issues of today's youth. I understand diversity, dysfunctional families, and the peer-pressures that compete for their focus, and I enjoy the challenge of finding innovative methods to draw them into learning. While I want them to get through high school; my primary focus is on getting them into college. As a school disciplinarian, I constantly remind the students that I am not here to consequence them; but to help change them toward responsibility and success. I am educationally rounded and well equipped in my areas of expertise, but it is my love for educating students that inspires me most. I am affirmed daily when I see a student's life positively changed through learning.

Finally, while I am an exceptional leader, I am also effective collaborating as a team player, and I know that I would be an excellent addition to your administrative staff. Please feel free to call me on my cell phone (414-429-3934) if you have any further questions or to arrange an interview. Thank you for your consideration.

Sincerely yours,

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LICENSES - Wisconsin Educator Certificates – Expire: 6/2013

- 300-English (27)
- 320-Speech Communication (27)
- 325-Theatre (27)
- 51- Principal (Administration K-12)
- PDP Mentor Trained 4/09.

PROFESSIONAL EXPERIENCE

Milwaukee Public Schools, 2003 to Current

Associate Principal - Dean of Students / English Teacher / Department Head

Wisconsin Career Academy, Milwaukee (6-12)

- Contributed for four years to administration, policy making, education plan authoring, and curriculum planning
- Developed innovative public relations, supervision and character development plans for the school
- Initiated a discipline management system resulting in positive behavior and significant suspension reduction
- Assisted in the recruitment and hiring of staff, selected and assigned staff in-service programs
- Collaborated with department heads and faculty to develop a documented program needs annual budget
- Ensured that applicable health and safety standards were met
- Observed staff and faculty performance, recorded IPI observations, and conducted evaluation conferences
- Established schedules and procedures for the supervision of students in non-classroom areas
- Organized daily school activities; developed teacher assignments, class and extracurricular schedules
- Taught a communication, theatre or English course each semester in order to keep a classroom perspective

English Teacher / Department Head

Central City Cyberschool, Milwaukee (K-8)

Learning Enterprise VTI High School, Milwaukee (11-12)

- Implemented the 6+1 traits of writing to teach composition classes at two Milwaukee public schools
- Integrated technology with traditional instructional methods to teach research paper development, grammar, media discernment, theatre arts, communications and literature appreciation
- Incorporated speech presentations in all courses per DPI recommendations
- Developed a scope and sequence for grades 6-12 which met all WI state standards

LCMS School System

English Teacher / Youth Director / Director of Parish Education (K-8)

- Taught 7-12th grade English, research skills, computer, and character development at three parish schools
- Developed Jr. and Sr. high theatre programs; produced a full cast, multi act musical every year
- Coordinated the youth and ELL after-school programs; appointed as the technology liaison for the district

English, Drama, and Communications Teacher / Coach / Camp Director (9-12)

Martin Luther High School, Greendale, WI,

Lutheran High School - North, Houston, TX,

- Taught speech communication, composition, drama, Honors English, and mass media
- Department chairman for computer software evaluation, purchases, and programming
- Theatre director, softball coach, student council advisor, summer drama and computer camp director

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EDUCATION

University of Wisconsin, Superior, WI

Principal Certification, (WI-DPI #51 Certified)

Principal Specialist Degree (EdS), GPA: 3.95. Coursework completed; writing thesis

Concordia University, St. Paul, MN

Master of Arts in Education, GPA: 3.95. Emphasis: Education & Administration

Concordia University, Seward, NE

Bachelor of Science in Education

Dual Majors: Speech Communication/Drama and English. Received the *Award of Excellence in Leadership*, the *Award of Excellence in Music*, and was editor of the college newspaper.

Milwaukee Lutheran High School, Milwaukee, WI

LIFETIME LEARNER

KINDLE: Karpenko Institute for the Nurturing and Development of Leadership Excellence –

Leadership, character development, classroom strategies program

St. Mary's University, Mundelein, IL – **Certified Kindle Associate** (*one of only 30 chosen nationally*)

Youth Builders (National Institute), San Clemente, CA – Certified as a “Youth Builders” Instructor

University of Phoenix, Phoenix, AZ – Graduate courses: principal certification

Marquette University, Milwaukee, WI – Graduate courses: communication education

Cardinal Stritch University, Milwaukee, WI – Graduate courses: 6+1 training; teacher mentoring

University of Wisconsin, Eau Claire, WI – Graduate ELL study in *Educational Diversity: Hmong Culture*

University of Wisconsin, Milwaukee, WI – Undergraduate courses; ELL Fieldwork graduate course

AFFILIATIONS / CERTIFICATIONS / ACTIVITIES

- *Awarded the National Scholars Honor Society status for leadership and academic achievement, 2008.*
- Speaker for various conferences including:
Wisconsin Education Association SSP Conference; Atlantic District Junior High Retreat, NY;
LCMS National Youth Gathering, FL; LCMS NW District Teacher's Conference;
LCMS WI State Teacher's Convention; Lifest Music Fest, Oshkosh, WI; Youth Encounter Youth Quakes, WI.
- *Co-host, radio personality, public affairs and news director (KSRD, WLZZ / WZUU, WCLQ).*
- *Selected as a Member of Who's Who in the Computer Industry.*
- *Founded: Fisherman's Festival – Milwaukee, Rainbow Valley Music Festival – Wausau.*
- *Assistant Director - Milwaukee Irish Fest Theatre Program; Chairman - Seward Community Players.*
- *Published poetry in Nebraska Creative Writing; wrote over 30 songs and plays; produced an original 14-song CD.*
- *Coordinated 22 adult softball leagues for City of Waukesha; sanctioned WIAA umpire for baseball / softball.*

PERSONAL REFERENCES ARE AVAILABLE UPON REQUEST