

KEVIN HUBBARD

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CAREER SUMMARY

A highly motivated, results-driven individual with professional qualifications in strategic planning, long/short-term goal setting, budget management, program development, curriculum design, and personnel team building and leadership. Strong abilities in needs evaluation and identification, implementation, and outcome assessment. Recognized for successful fundraising expertise and resource utilization. Solid communication, presentation and public speaking skills. Able to work independently with constant interruptions while balancing competing demands.

Areas of Expertise

Creative, visionary thinking
Program Evaluation & Enhancement
Procurement & Acquisition Management

Strategic Planning
Curriculum Design & Implementation
Research, Analysis & Assessment

Grant Writing
Budget Management
Organizational Leadership

PROFESSIONAL ATTRIBUTES

Educational Administration: Develops and implements early childhood curriculum. Adapts instructional delivery to accommodate students' individual learning styles and functioning levels. Ensures Board of Director's complete confidence in the management and promotion of the school.

Leadership: Manages policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment. Manages the performance and development of staff personnel and educators.

Budget & Fundraising: Controls costs and improves service delivery within budgetary guidelines and fundraising initiatives. Manages and administers an annual budget of \$500,000.

Procurement & Acquisition: Establishes strategic relationships with vendors to gain best return on investment. Utilizes tenacious research and analysis, negotiating and vendor management skills.

PROFESSIONAL EXPERIENCE

The Learning Academy
Director

Washington, DC

Aug 1998 – Present

Educational Operation & Leadership

- Manages, evaluates, and supervises effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, after-care, extracurricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Supervises the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Supervises, monitors, and evaluates the performance of 20 educational staff and personnel.
- Establishes a professional rapport with students, parents and staff that exudes respect. Leads by example in displaying the highest ethical and professional behavior and standards when working with students, parents, and school personnel. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Researches and collects data regarding the needs of students and other pertinent information. Works closely with the Board of Directors providing constant updates, data, information, and reports on school performance and service delivery within the community.
- Communicates regularly with parents, seeking their support and advice, so as to create a cooperative relationship to better support the students. Uses effective presentation skills when addressing students, staff, parents, the community, and Board members including appropriate vocabulary and examples, clear and legible visual aids, and articulate and audible speech.
- Keeps the staff informed and seeks ideas for the improvement of the school. Conducts regular weekly and monthly meetings with educational staff and personnel, for the proper functioning of the school.
- Establishes procedures for safe storing and integrity of all school records. Ensures that student records are complete and current. Protects the confidentiality of records and information gained as part of exercising professional duties and trains others in using discretion in sharing such information within legal confines.

- Establishes procedures that create and maintain attractive, organized, functional, healthy, clean and safe facilities, with proper attention to the visual, acoustic and climate controls. Assumes responsibility for the health, safety, and welfare of students, employees, and visitors. Develops clearly understood procedures and provides regular drills for emergencies and disasters.
- Maintains wide visibility in the community. Represents the school at early childhood educational programs, workshops, and industry and community events.

Procurement & Acquisition

- Complete oversight for source selection and procurement functions directly associated with school purchasing needs for supplies services, materials, and equipment. Ensures that equipment, products, and services are secured at competitive cost-quality levels that are consistent with budgetary guidelines and meets regulated performance standards. Timely plans and schedules the receipt of inventory and installation of equipment, products, and services.
- Establishes and maintains an effective inventory system for all school supplies, materials and equipment. Authorizes the purchase of instructional materials and teaching aids, such as books, toys, and games as well as facility needs, such as internal structures, playground equipment, etc.
- Develops and updates written purchasing policies and procedures for the school. Explains and interprets policies and procedures to Board members and staff needing to requisition materials, services and supplies. Ensures that purchasing policies are in compliance with Board adopted agreements and funding guidelines.
- Obtains specifications, quotations, delivery terms and costs, and recommends substitute materials where economies can be realized or delivery improved.
- Interviews vendor representatives and maintains vendor contacts and bidders list. Solicits bids and quotes. Conducts bid openings, prepares bid summaries, and recommends award of bid to Board members.
- Signs purchase orders after insuring funds availability and that all purchases comply with school procedures, specifications, governmental regulations, and accepted trade practices. Authorizes modifications to bids and purchase orders when necessary. Resolves billing discrepancies and vendor disputes.
- Administers the school procurement card program for low dollar purchases. Determines staff accessibility to card with specific limits or restrictions. Reviews bills for compliance with usage limitations.

Budget & Fundraising

- Prepares the annual budget request for the school. Estimates staffing and capital equipment needs based upon recent trends and planned activities; estimates budgetary needs for school-wide centralized expenditures, such as office supplies and postage. Monitors expenditures after budget adoption. Approves requisitions for purchase of materials or supplies.
- Communicates with the Board regularly regarding the needs, successes and general operation of the school.
- Maintains accurate accounting records for all student activity funds and money collected from students, parents and donors.
- Works closely with Board of Directors, to plan and carry out ongoing fundraising strategy of responding to grant applications to meet agreed targets and planning timetables.
- Develops and writes persuasive and innovative fundraising proposals, working collaboratively and consultatively with colleagues and educational staff to support agreed fundraising priorities. Completes and manages all stages of the applications process, from researching prospects and funding criteria, to drafting and submitting proposals, issuing thank-you letters and following up with progress reports and repeat proposals.
- Seeks out opportunities to generate increased income from existing funding sources (i.e., Board relationships, corporate sponsors, individual donors and foundation support, etc.). Routinely identifies and researches potential new prospects and funding opportunities. Develops proposals for projects and establishes links with other voluntary and statutory bodies that could attract new funding.

EDUCATION/CERTIFICATION

University of the District of Columbia	BA, Early Childhood Education	2002
American Red Cross	CPR/AED for the Professional Rescuer	1998 – Present

ADDITIONAL SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, Quick Books, PeopleSoft, Internet Explorer, Visio.

PROFESSIONAL AFFILIATIONS

Service Learning Institute	1998 – Present
Pre-K Now	1998 – Present