

Michael Higgins

Email: Michaelhiggins@bristok12.org

- Objective** To attain the position of High School Principal at Bristol Eastern High School.
- Summary** Strong work ethic and communication skills.
Organized and motivated.
Knowledgeable in the area of Curriculum Development, especially English/Humanities.
Effective in conflict resolution.
Vested interest in the relationship between school and community.
Current holder of Connecticut Provisional Educator Certificate.
Current holder of Connecticut 092 Administrative Certificate.
- Education**
- Sacred Heart University, Fairfield, CT**
Connecticut 092 Administrative Certificate: May 2014
Sixth Year Certificate in Educational Leadership: May 2014
GPA: 3.87 / 4.0
- University of Phoenix, Phoenix AZ**
Master of Arts in Education: September 2009
Concentration: Curriculum and Instruction
GPA: 3.97 / 4.0 Dean's List Recognition
- Central Connecticut State University, New Britain, CT**
Bachelor of Science in Secondary Education: December 2001
Concentration: English
GPA: 3.44 / 4.0 Dean's List Recognition
- Leadership Experience**
- Bristol Eastern High School, Bristol, CT**
Interim Principal August 2019 - Present
- Plan and implement professional development centered on Bristol Public Schools' Vision of the Graduate and Instructional North Stars.
 - Chair the school's Crisis Committee with goal(s) of designing and implementing safe school protocols and response to emergency situations.
 - Chair the school's Climate and Culture Committee with goal(s) of establishing customs and norms that influence a positive learning atmosphere for all.
 - Chair the school's School Leadership Team with goal(s) of working with and building capacity of teacher leaders in our building and working together to carry out all goals and objectives outlined in our School Improvement Plan.
 - Manage building operations including hiring, budgeting, and allocating resources based on determination of most crucial areas of need.
 - Evaluation of personnel including the CTE, Guidance and ELA Departments along with evaluation of Department Chairs, Team Leaders and Secretarial staff.
 - Serve as chief administrator for students in grade 12 and their families.
 - Serve District Continual Improvement Team, District Climate and Culture Team.

Assistant Principal March 2014 - August 2019

- Supervised and evaluated staff members from Social Studies, World Language, Music, and Guidance Departments as well as Administrative Assistant Staff.
- Worked with students and families, predominantly in grades 9 through 11 with last names in the alpha range of L through Z.
- Coordinated Advisory Calendar and Activities for grades 9-12.
- Served as Power School Administrator and Scheduler for staff and students.
- Served as AVID Building Administrator.
- Served as Booster Club Administrative Liaison.
- Facilitated Freshman Transition and served as Administrative Liaison to Freshman Teams and Team Leaders.
- Facilitated Planning and Placement Team meetings and Section 504 meetings.
- Assisted in planning and administration of Standardized Testing.
- Worked with the Office of Teaching and Learning to review and monitor district-related goals within the building.
- Member of District Teams: Attendance Committee, PowerSchool Operations Committee, Pre-K – 12 Literacy Committee.

**Teaching
Experience**

**Bristol Eastern High School, Bristol, CT
Department Chair August 2010 – March 2014**

- Collaborated with Bristol Public Schools Office of Teaching and Learning to develop and implement English Curriculum.
- Collaborated with school administrators, fellow department chairs and English department members to create lessons and units that target specific skill areas.
- Collaborated with other department chairs in the building in interdisciplinary endeavors and data collection and analysis regarding student performance.
- Developed and maintained a budget for the English department and kept an inventory of materials needed for instruction.
- Assisted administrators in recruitment and hiring procedures for English positions.

**Bristol Eastern High School, Bristol, CT
English Teacher Grades 9-12 August 2004 – March 2014**

- Created and implemented curriculum especially for grades 11 through 12.
- Reviewed formative and summative assessments and standardized test scores for data that influenced teaching strategies aimed at improvement.
- Instructed Advanced Placement English Language and Composition classes.
- Implemented Advancement Via Individual Determination (AVID) strategies in the classroom.

**East Hartford High School, East Hartford, CT
Student Teacher (Grade 11) September 2001 – December 2001**

- Created and implemented all lesson plans and units as well as evaluative practices for four grade eleven classes: two sections of Modern American Literature and two elective sections of Mythology.

**Related
Experience**

**Bristol Public Schools, Bristol, CT
Current and Former District Teams and Committees**

- Current: Juvenile Review Board Committee member.
- Current: District SRBI Team member.
- Current: District Continuous Improvement Team member.
- Current: District Climate and Culture Team member.
- Former: District AVID Committee member.
- Former: Pre-K-12 Literacy Committee member.
- Former: Grade 8 to 9 Transitional Committee member.
- Former: District Attendance Task Force member.
- Former: PowerSchool Operations Team member.

**Bristol Eastern High School, Bristol, CT
Advisory Program Committee Co-Chair August 2011 – March 2014**

- Collaboratively created and revised Advisory Program Curriculum grades 9 - 12.
- Collaboratively set Advisory Program calendar and planned Advisory events.
- Offered professional development on Advisory-related initiatives such as the use of Naviance software, setting SMART Goals with students and assisting students with their self-assessment tied to Student Success Plans.

**Bristol Eastern High School, Bristol, CT
New England Association of Schools and Colleges Committee Chair 2012-2013**

- Researched, presented and organized necessary materials that focused on NEASC Standard 3, Instruction.
- Facilitated a committee of twelve members in a self-study of Instruction at Bristol Eastern High School.
- Published documents and presented data and artifacts regarding evaluation of Teacher Instruction at Bristol Eastern High School.

**Bristol Eastern High School, Bristol, CT
Boys Tennis Assistant Coach Spring 2013**

- Recruited members for the tennis team.
- Planned and ran practice drills with tennis team.
- Set tennis match schedule for the season.

**Advancement Via Individual Determination (AVID) Training, White Plains, NY
October 2011**

- Attended training to bring AVID curriculum and teaching strategies to Bristol Eastern High School.

**Advanced Placement English Language and Composition Training, The Taft School,
Watertown, CT July 2010**

- Attended training to create and implement a new Advanced Placement Curriculum at Bristol Eastern High School and became certified to be an instructor for the AP Language and Composition course.