

# GREGORY POPOVICH

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POSSESSING SUBSTANTIAL EXPERIENCE IN SCHOOL ADMINISTRATION AT ALL LEVELS  
WITH AN EMPHASIS ON ACADEMIC EXCELLENCE AND STUDENT DEVELOPMENT

A committed Education Professional with five years of experience in school administration. Experienced in managing school records and data, as well as in formulating programs and policies that promote a rich and safe learning environment for students. Encourages continuous improvement for both students and teachers through community initiatives and instructive opportunities.

## AREAS OF EXPERTISE

- Resource Allocation
- Admission and Financial Aid Counseling
- Marketing and Public Relations
- Program and Curriculum Development
- Community and Extracurricular Involvement
- Recruitment, Training, and Personnel Development
- Organizational Planning

## EDUCATIONAL BACKGROUND

TEXAS A&M COLLEGE, College Station, TX  
**Educational Administration: M.Ed., D.Ed.**

THE UNIVERSITY OF TEXAS, Austin, TX  
**Bachelor of Science in Applied Learning & Development. Major in Social Studies.**

## WORK EXPERIENCES

FOUR DOWN COLLEGE, San Antonio, TX

**Public School Administrator.** August 2008 to April 2011

- Planned the administrative policies of the school, attaining government accreditation and professional membership in educational institution associations.
- Monitored and controlled resources, and oversaw hiring and evaluation of faculty and staff.
- Oversaw the transition from being a high school teaching institution to college accreditation.
- Managed student services and other daily school activities, which included fiscal management, student discipline, and student and teacher performance evaluation

THE CARVER ACADEMY, San Antonio, TX

**Associate Head of School.** July 2006 to August 2008

- Controlled the overall activities of the preschool to sixth grade academy.
- Directed promotion and marketing campaigns, resulting in a 50% increased attendance from school year 2006 to 2007.
- Evaluated the competency and ensured the improvement of faculty by designing the "School for Teachers" Program.

## CERTIFICATIONS

TEXAS EDUCATION AGENCY

**Texas Examinations of Educator Standards • Texas Examinations for Master Teachers**

STATE BOARD OF TEXAS

**Certified School Administrator • Certified Principal**

AMERICAN ASSOCIATION OF INDEPENDENT EDUCATIONAL CONSULTANTS

**Voting Member**