Vince Xiong

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| Experience | 2010 - Current Yav Pem Suab Academy Sacramento, CA  **Principal**   * *Ensure the charter school enacts its mission* * *Communicate and report to the UCSC Governing Board* * *Work with community organizations to develop partnerships* * *Supervise and evaluate teachers and staff* * *Identify the staffing needs of the school and assist with the selection of school staff* * *Interview and make hiring recommendations to the UCSC Board with the advice of teachers and parent representatives* * *Ensure compliance with all applicable state and federal laws, communicate with parents, recruit new families and students, help secure local grants, etc.* * *Take all reasonable steps to secure full and regular attendance of the students enrolled in the school in accordance with policies established by the UCSC governing board* * *Complete and submit required documents as requested by the district and/or the UCSC governing board* * *Oversee school finances, including ensuring financial stability* * *Maintain up-to-date financial records* * *Work with UCSC-appointed support staff to maintain up-to-date financial records, attendance records, and personnel records* * *Ensure appropriate evaluation techniques are used for both students and staff* * *Establish and maintain a system to handle organizational tasks such as student records, teacher records, attendance, purchasing, budgets, and timetables* * *Establish policies consistent with student discipline, attendance, and safety* * *Implement attendance and behavior policies.* * *Ensure the security of the school building* * *Interact effectively with media and promote positive public relations*   2010 Oak Ridge Elementary Sacramento, CA  **Interim Principal**   * *Assume the responsibilities of the principal.* * *Conduct staff meetings* * *Run parent meetings* * *Work with parents and teachers in dealing with children with chronic behavior and absenteeism* * *Ensure the safety and liability of all staff, students, and families* * *Ensure that the school is safe* * *Work with district staff* * *Supervise Assistant Principal and all members of staff*   2007 – 2009 Oak Ridge Elementary Sacramento, CA  **Assistant principal**   * *Assisted the principal in all aspects of administration including, co-planning and co-teaching with struggling teachers, observing and evaluating certificated and classified staff performance, leading staff meetings, committee meetings, parent meetings, grade-level meetings, meeting with business partners, managing administrative paperwork, student discipline, parental complaints, and other relevant school duties.* * *Worked on Comprehensive Safe School Plan and Single Plan for Student Achievement.* * *Work with counselors and peer mediators on Restorative Justice.* * *Initiated and started parent clubs for major subgroups.* * *Coordinated and supervised the High School Tutoring Program after school.*   2006 – 2007 C. P. Huntington Elementary Sacramento, CA  **Summer School Principal**   * *Supervised instructional program, coordinated and facilitated meetings, managed school activities, worked on administrative paperwork, etc.*   2001 – 2007 C. P. Huntington Elementary Sacramento, CA  Teacher (third, fourth, fifth, and sixth)   * *Implemented Open Court and Saxon Math as well as other subject areas.* * *Served on site-based decision making committee and school site council* * *Chaired Community Outreach Committee* * *Provided tutoring for students at-risk* * *Mentored students* * *Made home visits to families* * *Served on school PTA*   January 2005 – June 2006 Fremont Adult School Sacramento, CA  Teacher, ESL   * *Taught grammar to beginning-low ESL students* * *Taught life skills to beginning-high ESL students*   2001 – 2006 Sacramento City Unified Sacramento, CA  Summer School Teacher   * *Taught Hmong, Mien, Lao Summer School from 2001-2005* * *Taught Newcomer Summer School during 2006* |
|  | 2000 – 2001 Pioneer Elementary Merced, CA  ELD Coordinator   * *Coordinated ELD program* * *Chaired ELD committee* * *Facilitated ELAC meetings* * *Tested and placed students in language appropriate classrooms* * *Provided training and coaching to teachers implementing ELD program* |
|  | 1996 – 2000 Pioneer Elementary Merced, CA  Teacher (first and second)   * *Implemented Success For All reading program* * *Implemented “Balanced Literacy Program”* * *Developed and implemented the “Hmong Biliteracy Program” for Hmong students.* * *Chaired Hmong Biliteracy committee* * *Developed assessment instrument for the Hmong Biliteracy Program* * *Served on site-based committee and school site council.* * *Facilitated parent meetings* * *Presented at CABE 1997, 1998, 1999 on Hmong literacy development* |
| Education | August 2006 – June 2006 Sacramento State University Sacramento, CA  Administrative Certificate, Urban Leadership Program  Administrative Credential  Presented at BMED Conference on Home Visits  1993 – 2000 Stanislaus State University Turlock, CA  M. A., Curriculum and Instruction  B. A., Liberal Studies |
| Extra Duties | 2004 – 2007 8th Annual Hmong Educational Conference   * *Chair person overseeing 12 subcommittees working on conference.* * *Planned and facilitated meetings.* * *Presented to Hmong community.*   2004 – 2009 Hmong Youth and Parents United Sacramento, CA  **Founder and President**   * *Facilitating and teaching Hmong literacy to boys and girls K-12* * *Coordinating camping trips, field trips, and functions* * *Teaching moral, value, character development* * *Teaching leadership skills, confidence building skills, social skills, and teambuilding skills* |
| References | Available upon request |