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, CATeacher (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, CATeacher, ESL* *Taught grammar to beginning-low ESL students*
* *Taught life skills to beginning-high ESL students*

2001 – 2006 Sacramento City Unified Sacramento, CASummer School Teacher* *Taught Hmong, Mien, Lao Summer School from 2001-2005*
* *Taught Newcomer Summer School during 2006*
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|  | 2000 – 2001 Pioneer Elementary Merced, CAELD 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*
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|  | 1996 – 2000 Pioneer Elementary Merced, CATeacher (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*
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| Education | August 2006 – June 2006 Sacramento State University Sacramento, CAAdministrative Certificate, Urban Leadership ProgramAdministrative Credential Presented at BMED Conference on Home Visits1993 – 2000 Stanislaus State University Turlock, CAM. A., Curriculum and InstructionB. 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*
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| References | Available upon request |