

Matthew Ross

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Highly organized and enthusiastic professional with Masters Degree in Physical Education and Administration & Instructional Leadership, seeking a position with advancement opportunities where I can utilize my energy, enthusiasm and excellent athletic and sports skills.

PROFILE

- Highly skilled professional with over 8 years of extensive experience in health, athletic and sports environments.
 - Convey an enthusiastic attitude that promotes sportsmanship, develops teamwork, and motivates students to welcome physical fitness participation.
 - Utilize specific physical activities to enhance students' classroom curriculum.
 - Profound knowledge of physical education standards.
 - Encourage students to make activity and wellness an enjoyable part of daily life.
 - Ability to develop and implement district-wide curriculums and lesson plans which adjust to student's needs.
 - Remarkably self motivated with enormous capacity to work independently as well as in a team environment.
 - Intense aptitude to communicate efficiently, both verbally and in writing.
 - Demonstrated skill of managing a number of different tasks at the same time and give strong attention to detail.
 - Uncommon enthusiasm, motivation and excellent team relationships.
 - Ability to create an energized atmosphere while maintaining discipline.
 - Excellent interpersonal and communication skills.
 - Exceptional organizational skills and attention to detail.
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PROFESSIONAL EXPERIENCE

NOTRE DAME HIGH SCHOOL ▪ NEW YORK, NY

SEPTEMBER 2001-PRESENT

ATHLETIC DIRECTOR

PHYSICAL EDUCATION TEACHER 9TH-12TH GRADE

HEALTH TEACHER 9TH GRADE

SPORTS COACH

RESPONSIBILITIES

- Designed and implemented athletic courses.
- Scheduling for athletic programs
- Create publications and advertisements for school programs and events
- Monitor the academic progress of student athletes who receive scholarships/financial aid and ensure that they meet the necessary requirements to sustain their awards and eligibility
- Seek donations from businesses and the school community for school fundraising events
- Manage financial accounts for athletic programs
- Provide administrative support to the President, Principal and Vice Principal
- Perform regular/routine administrative duties as necessary
- Communicated student development with parents.
- Coached Varsity Volleyball team, Varsity Basketball team, Junior Varsity Basketball team and Varsity Softball team.

Achievements

- Designed 9th through 12th grade physical education curriculum
- Designed 9th grade health education curriculum
- Implementation of a rubric system of grading
- Developed summer enrichment program on Fitness and Nutrition
- Designed and implemented strength and conditioning programs for Varsity Volleyball, Basketball, Junior Basketball and Softball teams.

GARDEN CITY MIDDLE & HIGH SCHOOL ▪ GARDEN CITY, NY
SUBSTITUTE TEACHER

DECEMBER 2006 – PRESENT

RESPONSIBILITIES

- Supervised in FitnessGram Testing
- Supervised in Dance Education Unit
- Supervised in Adventure Education Unit

EDUCATION DETAILS

ST. JOHNS UNIVERSITY, QUEENS, NEW YORK
M.S. ADMINISTRATION & INSTRUCTIONAL LEADERSHIP

MAY 2007

HOFSTRA UNIVERSITY, HEMPSTEAD, NEW YORK
M.S. PHYSICAL EDUCATION

MAY 2002

ST. THOMAS UNIVERSITY, MIAMI, FLORIDA
B.A. HUMAN SERVICES

MAY 1998

PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS

New York State Permanent Physical Education

New York State Professional Health Education

New York State Provisional School Administrator/Supervisor

New York State Permanent School District Administrator

American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD)

United States Tennis Association (2002-2006)

American Red Cross Lifeguard Certification (2000-2006)

Professional Association of Diving Instructors Advance Open Water Diver (2006)

Professional Association of Diving Instructors Rescue Diver (2007)

Professional Association of Diving Instructors First Aid (2007)

Professional Association of Diving Instructors Professional CPR (2007)

Professional Association of Diving Instructors AED (2007)

COMPUTER SKILLS

IBM, Mac, Windows 95/98/2000/XP

MS Office 2003 (Word, Excel, PowerPoint, Outlook, Publisher, Access)

Adobe Page Maker, Adobe Photo Shop, Final Cut Express

Internet, e-mail

REFERENCES AND SUPPORTING DOCUMENTS WILL BE FURNISHED IF REQUIRED