

# DR. MICHAEL KARNER

## ADMINISTRATIVE RESUME

### CONTACT

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### EDUCATION

#### Ed.S EDUCATIONAL LEADERSHIP

Superintendent Endorsement  
Concordia University Chicago  
2020

#### CSBO ENDORSEMENT

Concordia University Chicago  
2018

#### Ed.D CURRICULUM & INSTRUCTION

George Williams College  
2016

#### TEACHER AND PRINCIPAL EVALUATION MODULES

2016

#### M.A. EDUCATIONAL LEADERSHIP

Type 75 Administrative  
Endorsement  
Aurora University  
2012

#### TEACHER CERTIFICATION

Mathematics and Spanish  
Endorsement  
North Park University  
2008

#### BACHELOR OF ARTS

Mathematics and Spanish  
Lake Forest College  
2007

### PROFILE

Accomplished professional educator with administrative, leadership, and teaching experience. Proven expertise in teaching, team building, coaching, supervision, and program development. Strengths include developing creative curricula, budgeting, observing and evaluating teachers, planning & evaluating lessons, and creating effective learning environments for students and teachers. Strong financial and analytical background. Demonstrated ability to establish meaningful partnerships with community education institutions.

### WORK EXPERIENCE

#### PRINCIPAL

##### *Regional Safe School Program* | Zion, IL | 2020 – PRESENT

- Created the Master Schedule and Staff and Student Handbooks.
- Oversee parent and district liaison meetings.
- Oversee and maintain the School Budget and Grants.
- Developed the Remote Learning Plan.
- Responsible for Certified and Classified Staff Evaluations.
- Developed the Professional Development Plan and School Goals.

#### ASSISTANT PRINCIPAL

##### *Zion Central Middle School* | Zion, IL | 2016 – 2020

- Managed Student Discipline and revised the Student Behavior Matrix.
- Created the School Budget and approved Purchase Orders.
- Managed Test Administration (IAR, ISA, NWEA).
- Directed Athletics and Activities.
- Managed 8<sup>th</sup> Grade Promotion and 8<sup>th</sup> Grade Credit Recovery.
- Created the Master Schedule and Building Layout.
- Created and Directed the Alternative Middle School Program.
- Developed the Remote Learning Plan.
- Created the Athletic, Teacher, Staff, and Safety Drill Handbooks.
- Directed the Math, Science, Exploratory, ELL and PE Departments.
- Created the school improvement plan, led PD, and the BLT Team.
- Secured Chicago Bears FitnessGram for District 6 and wrote grants.
- Directed MTSS, PST and managed 504 Plans and LEA for IEP Meetings.

#### MATHMATICS, SPANISH, ELL TEACHER

##### *Zion Benton Township HS* | Zion, IL | 2007-2016

- Math Academy Team Leader – Directed intervention program for low scoring freshman mathematics students.
- Wrote curriculum and assessment for Algebra 1, Geometry, Algebra 2, Pre-Calculus, ELL Algebra 1, ELL Geometry, and Strength Training.
- Member of the POWER Standards Committee, Articulation Committee, SIP Committee, Peer Coaching Committee, Character Education Committee, SAP Committee and Facilitator, Student Advisor, Athletics Academic Committee, Athletics Code of Conduct Committee.
- Purchased weight equipment and designed the weightrooms at both High Schools.

# DR. MICHAEL KARNER

## ADMINISTRATIVE RESUME

### CORE VALUES

Honest and Integrity  
Collaborative  
Constant Innovation  
Servant Leadership  
Proactive Approach

### TECHNICAL

#### POWERSCHOOL

#### ECRA

#### FORECAST5

#### SKYWARD

#### ESCHOOL

#### SDS

#### MICROSOFT OFFICE

### SKILLS

Program Supervision  
Data Evaluation  
School Budgeting  
Teacher Support  
School Operations Supervision  
Curriculum Development  
Program Development  
Assessment Planning

### COACHING EXPERIENCE

#### Varsity Football Assistant Coach

*Antioch High School* | Antioch, IL | 2008 – 2009 & 2012 – PRESENT

- Varsity Linebackers, Defensive Line, Defensive Backs, Special Teams Coach, Varsity Defensive Coordinator
- 2<sup>nd</sup> Round Playoff Qualifier (2019)
- 9-0 record and State Quarterfinals (2018)
- 9-0 record and Playoff Qualifier 1<sup>st</sup> Round (2017)
- 9-0 record and Playoff Qualifier 2<sup>nd</sup> Round (2016)
- Playoff Qualifier 1st Round (2013, 2014)
- 9-0 record and State Semi-finals (2008)
- Responsible for breakdown of HUDL film
- Created weekly scouting reports
- Ran tendency reports, analytics, and statistics for the defense
- Responsible for defensive game planning
- Designed yearlong workout programs

#### VARSITY FOOTBALL ASSISTANT COACH

*Zion Benton Township HS* | Zion, IL | 2007 – 2008 & 2009 – 2012

- Defensive Coordinator, Special Teams Coordinator, Defensive Line Coach, Defensive Back Coach
- Responsible for game planning, scouting reports, play cards, scripts, and tip sheets
- Assisted with planning practices in season and off season
- Created off season workout plan and assisted with the weight room

### MEMBERSHIPS

IASA, IASBO, IHSFCA, KIWANIS

### REFERENCES

Michael Munda  
Assistant Superintendent  
Lake County ROE  
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Dr. Bud Marks  
Retired Superintendent  
ZBTHS District 126