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KHALED ASHRAF

ASSISTANT PRINCIPAL

Strategic minded, forward thinking, educational leader with the proven capacity for developing a vision and delivering on organizational missions and objectives throughout progressive career within teaching, administration, community servant in the justice field, and honorable United States military member. Cultivate a school climate and culture of success and promote rigorous performance standards based on continuous improvement and implementation of best practices. Provide an academic tone for students and staff where educational excellence is the focal point, while simultaneously serving as a dependable mentor who utilizes outstanding communication and leadership skills to build solid relationships with students, parents, and faculty.

Core Competencies Include:

Student Support & Counseling • Program Management & Administration • Staff Development • Mission Statements
Performance Standards Development • Crisis Intervention • Conflict Resolution • Classroom Observations
School Security & Safety • Budgets & Scheduling • Educational Standards • Community Involvement

E D U C A T I O N

Pennsylvania Principal Certification Program (2020); Rosemont College – Rosemont, PA
Master of Arts in Education (PreK-4th Grade) (2019); Rosemont College – Rosemont, PA
Master of Science in Management – International Business (2008); Rosemont College – Rosemont, PA
Bachelor of Science in Accounting (2003); Peirce College – Philadelphia, PA

Pennsylvania Certifications:

Principal Certification – Passed Praxis School Leaders Assessment 6990; Certification in Progress
Instructional 1 Teacher Certification – PK-4 (Expires: 12/2025)

R E L A T E D E X P E R I E N C E

CAMELOT EDUCATION – PHILADELPHIA, PA • 01/2020 – 02/2021 Elementary Teacher

Supervised and oversaw the welfare of 24+ students. Designed and implemented lesson and unit plans that allowed for hands-on and multisensory learning. Created and maintained an effective classroom management plan based on whole brain theories. Maintained records on individual students, including grades, daily activities, and behavioral and meal surveys. Analyzed student data to establish and drive instructional practices. Built a rapport with parents, guardians, faculty, and stakeholders to create a positive environment.

SCHOOL DISTRICT OF PENNSYLVANIA – PHILADELPHIA, PA • 01/2020 – 12/2020 Pennsylvania K-12 Principal Intern

Supervised teachers, support staff, clerical personnel, and custodians in collaboration with the school principal. Participated in the development of class schedules, teacher assignments, and extracurricular activity schedules. Oversaw student supervision, discipline, and support, school rules, and daily school activities. Supervised school operations in the absence of the school principal.

SOUTHWEST LEADERSHIP ACADEMY CHARTER SCHOOL – PHILADELPHIA, PA • 01/2017 – 01/2020 Elementary Teacher

Implemented instruction according to the school's educational goals and objectives by focusing on high standards and achievement for all students, including ELLs and students with special needs. Planned and instructed classes, leveraging school curriculum, texts, and other support materials as needed. Planned and implemented lesson and unit plans to support effective delivery of instruction that was hands-on and engaging. Provided ongoing formative and summative assessments to gauge student learning and drive instruction.

PRODIGY LEARNING CENTER – PHILADELPHIA, PA • 01/2016 – 12/2016 Assistant Teacher

Created and implemented curriculum and lesson plans for children. Supervised and managed the welfare of 12+ students. Mentored assistant teachers on verbal and nonverbal communication skills, lesson plan administration, and overall daily routine while assisting with the operation of the classroom. Built a positive rapport with parents and guardians.

LEADERSHIP CONTRIBUTIONS

- Gained hands-on educational leadership experience through 1-year administrative internship; supervised all students and staff, helped plan daily school activities, coordinated transportation and cafeteria services, and assisted with safety drills and inspections.
 - Supervised and managed all school operations during school principal absences.
 - Articulated the school's mission to the community and solicited its support in realizing the mission.
 - Managed student discipline, monitoring student behavior and enforcing disciplinary policies.
 - Researched the school community's needs and spearheaded initiatives to meet those needs.
 - Helped to develop a student discipline management system that resulted in increased positive student behavior.
 - Participated in the development of class schedules, teacher assignments, and extracurricular activity schedules.
 - Supervised the reporting and monitoring of student attendance, working with the attendance clerk on follow-up investigations.
 - Communicated effectively with students, staff, and parents, dealing sensitively and fairly with persons from diverse cultural backgrounds.
 - Mentored assistant teachers on best practices and performed classroom evaluations to assess teacher strategies and effectiveness.
 - Coordinated yearly budget, tracked expenses, and documented actions.
 - Encouraged interdepartmental and cross-functional team collaboration to develop and support student activities, programs, and lessons.
 - Monitored the campus to ensure the safety and wellbeing of students and staff, as well as the security of the facility.
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ADDITIONAL PROFESSIONAL EXPERIENCE

DEPARTMENT OF THE ARMY – LANDSTUHL, GERMANY • 03/2021 – PRESENT Behavioral Health Technician

Perform counseling services for patients with psychological conditions under the direct supervision of a licensed mental health professional. Provide emergency crisis intervention counseling to patients. Perform triage mental status evaluations to determine the mental, emotional, or behavioral assistance needed. Participate in implementing patients' treatment plans by monitoring patients' progress and communicating information regarding patients' behavior to other members of the team. Coordinate referrals to appropriate treatment providers.

PENNSYLVANIA DEPARTMENT OF CORRECTIONS – GRATERFORD, PA • 01/2014 – 01/2016 Corrections Officer

Operated central control and ensured the safety of the prison. Maintained security in cellblocks, housing units, cottages, work areas, dining, and recreation areas. Assisted with interventions during crisis situations. Participated in formal instruction in the areas of sociology, psychology, court procedures, self-defense, leadership, custodial responsibilities, and the facilities' organizational structure.

KEYSTONE CENTER – CHESTER, PA • 02/2012 – 01/2014 Therapist

Provided a supportive environment for patients, utilizing dual diagnosis, chemical dependency treatment approaches, 12 step recovery philosophies, limit setting, behavior management, crisis prevention, and intervention techniques to treat patients. Identified patient needs through a self-created needs assessment procedure.

EDUCATION CENTER – PHILADELPHIA, PA • 07/2009 – 01/2014 Drug & Alcohol Addictions Counselor

Provided counseling to individuals and groups regarding the effects of drug and alcohol use. Established open lines of communication for individuals with mental or emotional issues. Prepared documentation in accordance with state law for drug and alcohol treatment programs. Participated in community outreach activities to help former patients reintegrate into society.

PHILADELPHIA POLICE DEPARTMENT – PHILADELPHIA, PA • 01/1995 – 06/2009 Police Officer

Conducted investigations, foot and motorized patrols, and enforced traffic regulations in the 5th largest city of the United States. Coordinated with state and federal agencies to detain and arrest individuals. Effectively worked closely with children, adolescents, and adults while completing over 300 criminal cases. Prepared, processed, and maintained forms, reports, logs, records, and activity journals.