


# Jirah Fleszar

## School Administrator

Results-driven School Administrator with 5 years of experience in optimizing school operations, enhancing educational programs, and fostering strong relationships with staff, students, and parents. Proven ability to manage budgets, develop strategic plans, and implement innovative solutions to improve academic performance and school culture. Strong leadership skills, adept at mentoring and developing high-performing teams committed to the success and well-being of all students.

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123 Maple Street, St. Louis, MO 63101 

### Education

**Master of Education in Educational Administration at University of Missouri, Columbia, MO**

Aug 2014 - May 2018

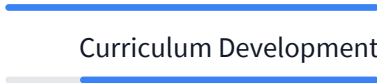
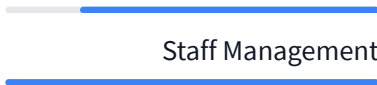
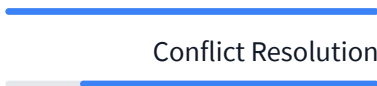
Relevant Coursework:  
Curriculum Development, Instructional Leadership, School Law and Ethics, Human Resources Management, Educational Finance, School and Community Relations, Data-Driven Decision Making, and Supervision and Evaluation of Teaching Practices.

### Links

[linkedin.com/in/jirahfleszar](https://www.linkedin.com/in/jirahfleszar)

### Skills

Budgeting



### Employment History

**School Administrator at Missouri Association of School Administrators (MASA), MO**

Feb 2023 - Present

- Successfully implemented a new teacher evaluation system across all MASA member schools, resulting in a 15% increase in overall teacher performance metrics and a 10% decrease in teacher turnover rates within two years.
- Streamlined budget management for MASA member schools by introducing a centralized financial software system, leading to a 20% reduction in administrative costs and a 5% increase in funds allocated to instructional resources.
- Spearheaded the development and implementation of a comprehensive professional development program for MASA member school administrators, leading to a 25% increase in participant satisfaction ratings and a 30% increase in administrator retention rates.
- Led a successful district-wide initiative to improve student achievement and graduation rates among MASA member schools, resulting in a 10% increase in standardized test scores and an 8% increase in graduation rates over a three-year period.

**Assistant School Administrator at Springfield Public Schools, MO**

Aug 2018 - Jan 2023

- Successfully managed a budget of over \$5 million for the 2020-2021 academic year, resulting in an overall reduction in operational costs by 10%.
- Streamlined the hiring process for new staff members, reducing the average time-to-hire from 45 days to 30 days and increasing the retention rate by 15% within a one-year period.
- Implemented a new student data tracking system, leading to a 20% increase in accurate reporting and helping Springfield Public Schools' students achieve a 5% higher graduation rate compared to the previous year.

### Certificates

**National Association of Elementary School Principals (NAESP) Certification**

Jun 2021