

Dr. Moshe A. Glasser

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Experienced educator and school administrator looking to transition into new educational opportunities following a move to Israel.

EDUCATION

Azrieli Graduate School of Jewish Education and Administration New York, NY
Educational Doctorate in Administration December 2017

Azrieli Graduate School of Jewish Education and Administration New York, NY
Master of Science in Education January 2007

Yeshiva College New York, NY
Bachelor's in English Literature May 2005

EXPERIENCE

The Jewish Educational Center High School Elizabeth, NJ

English Teacher, September 2013 – Present; *English Department Chair*, September 2017 – Present

- Taught 9th through 12th grade English literature and writing courses, including Advanced Placement for English Language and Literature
- Worked closely with students on writing, editing, grammar, vocabulary, punctuation, personal writing style, and poetic expression
- Created and coordinated department policies and curriculum design for Literature and Writing grades 6-12
- Created and edited weekly D'var Torah publication, faculty advisor for student newspaper and yearbook; created writing standards and style guides for student publications
- Trained debate team for competition, especially in research and preparation
- Helped edit mission statement and vision statement as Steering Committee member for Middle States reaccreditation and implementation
- Conducted search for new teachers, including interviews and model lessons
- Supervised teachers, including teacher observations and meetings

Director of Academic Affairs September 2018 – Present

Associate Administrator September 2014 – September 2018

- DDC 360 Division Point Person - Database Administrator for high school and middle school
- Provided training and assistance to teachers, students, and administrators on a wide range of technical issues; primary contact for parents and teachers regarding DDC 360 access, including application, registration, report cards, and transcripts
- Primary contact for database queries relating to contact information, alumni, and school records
- Created Student-Teacher Conferences and coordinated Parent-Teacher Conferences and for high school and middle school
- Coordinated all class change requests, curriculum design, and cross-curricular initiatives

Standardized Testing Coordinator September 2014 – Present

- Administered and conducted standardized exams such as Terra Nova, Advanced Placement, PreACT, and PSAT
- Conducted informational sessions with students regarding results interpretation
- Created Advanced Placement policies for all high school classes
- Analyzed standardized test scores for trends, impacting curricular policy

Assistant Director of College Guidance September 2013 – Present

- Guided students through the college application process
- Edited students application essays for style and content
- Coordinated with colleges and alumni for all student records

Mesivta Yesodei Yeshurun Queens, NY *English Department Chair* September 2008 – August 2013

- Taught 9th through 12th grade English literature and writing courses
- Developed comprehensive English Literature and Writing curriculum for the student body addressing relevant units and skills throughout the high school experience
- Developed cross-curricular units with several departments
- Developed workshops in Creative Writing, Public Speaking, and Poetry

Torah Academy of Bergen County Teaneck, NJ *English Teacher* September 2005 – August 2009

- Taught 9th through 12th grade English literature and writing courses
- Faculty advisor for student newspaper
- Extensive experience in remedial and lower-skills instruction
- Faculty advisor for various weekend and informal educational events

Mesivta of North Jersey Newark, NJ *English Teacher, College Guidance Counselor* Sept. 2005 – August 2006

- Taught 9th grade English literature and writing
- Responsible for oversight of all standardized tests, transcripts, and college admissions materials and college applications

VIP/RAM Passover Destinations Phoenix, AZ; Miami, FL *Assistant Director* Passover 2001 – 2019

- Edited and coordinated Passover schedule booklet, including entertainment, hotel services, and speakers
- Addressed countless technical, management, administrative, and personnel details of 1,200 person Passover program; organizes speakers and materials; liaised with hotel management and event staff
- Supervised children's program needs and resources; organized synagogue and other religious functions; assisted guests with personal issues

Yeshiva University Radio (WYUR) New York, New York *Station Manager* May 2004 – August 2005

- Managed staff; trained and managed DJ's, hosts, and producers for 30 radio shows; supervised the purchasing and installation of new equipment
- Conducted interviews and auditions for potential hosts and producers; conducted fund-raising drives and sold advertisements; ran special events, including weekend events, radio marathons, and alumni events; liaised with Yeshiva University Alumni Affairs department and Public Relations department
- Grew listener base from local access to Jewish communities worldwide

SKILLS

Certified instructor for Advanced Placement (AP) English Language and Literature Exam; Experience grading the AP Literature Exam; Professional cantorial experience; Training and experience in informal education; Proficiency in Constant Contact, DDC 360, Google suite, and Office suite

AFFILIATIONS

Avi Chai Foundation Jewish New Teacher Program Participant, 2007-08
National Council of Teachers of English, 2005-10

References are available upon request.