

## LEAD TEACHER

### Summary

Solid background in special needs and early childhood education, with strong emphasis in children's development. Consistently exceed teaching goals and parents expectations. Experienced in assessing and evaluating individual needs to provide an enhanced learning experience. Skilled in developing and implementing strategies and procedures. Enthusiastic teacher who has earned trust and respect from students, colleagues and administration for 12+ years.

### Core Qualifications

- Excellent classroom management
- Active participation in [groups, plans, events]
- Teaching, tutoring and counseling
- Experience working special needs students
- Effectively work with parents
- Interactive teaching/learning
- Innovative lesson planning
- Classroom management
- Effective listening
- CPR/First-aid certified
- Goal Setting and Implementation

### Achievements

#### Team Building and Leadership

- Created collaborative classroom experience through [process, initiative].

#### Lesson Planning:

- Introduced new learning methods to ensure total comprehension for all students.

Developed new learning center for reading assistance. *Education Strategies* Â

- Employed special educational strategies and techniques during instruction to improve the development of sensory/perceptual-motor skills, language, cognition, and memory.

#### *Plan Development* Â

- Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provided students with opportunities to observe, question, and investigate.

#### *Parent Communication* Â

- Regularly met with parents to discuss student issues and course weakness areas.

#### *Creative Lesson Planning* Â

- Motivated students to engage with course materials for History of WWII course by organizing a war veteran to come to class to speak about his personal experience.

### Professional Experience

Lead Teacher Aug 2013 to Jun 2015

Company Name 1/4 City , State

- Manage children portfolio and progress using Teaching Strategies Gold Plan and execute daily lessons.
- Make in-home student referrals
- Maintain the comfort, safety and educational demeanor of the classroom environment.
- Supervise one assistant teacher's in the classroom
- Plan and allocate work equally among the staff.
- Evaluate and test students for appropriate class placement.

Head Teacher Jan 2003 to Aug 2013

Company Name 1/4 City , State

- Evaluate and test students for appropriate class placement.
- Translate CPSE evaluations to non-English speaking parents.
- Collaborate with school administrators and parents to develop student program plans to ensure successful outcomes.

- Conduct family conference to discuss student progress, needs and referrals Develop and enter daily observations, progress and attendance notes into school data base Plan and execute daily lessons Make in-home student referrals Maintain the comfort, safety and educational demeanor of the classroom environment.
- Supervise three assistant teachers in the classroom.
- Plan and allocate work equally among the staff.

case manager Oct 2005 to May 2006

Company Name 1/4 City , State

•Managed a caseload of over 18 at risk teenage and young adult females

•Met with client's family members and drug counselors when substance abuse was issue in order to determine such activities and keep recidivism down.

•Helped clients with school enrollment and verified attendance

•Held weekly team conferences to discuss client court dates, progress and concern in order to prepare monthly court reports for legal staff and judges.

•Provided case management services, escort, face to face services in community, communication with community providers, conducted site visits to shelter, residential and outpatient programs, and attending case conferences to engage and support participants in community treatment.

•Addressed any ongoing legal and or personal issues our female population was dealing with.

•Kept track of client progress via company database systems.

•Set up random drug tests in collaboration with our Substance Unit for female participants abuse.

•Directed any participant mental health concerns to our director.

•Made referrals for participants to outpatient/inpatient drug treatments facilities

•Act as advocate and liaison for participants in securing access to community services, income support and self help

Assistant Teacher Jan 2001 to Jan 2003

Company Name 1/4 City , State

- Collaborated with classroom assistants and teachers in creating weekly classroom lesson plans on a bi-weekly basis.
- Evaluated and tested students for appropriate class placement.
- Reviewed daily progress notes before they were entered into the company's electronic system and edited them as needed.
- Responsible for ordering, receiving and distributing office and classroom supplies.

Education and Training

M.S , Education/ Special Education Early childhood 2006 Touro College 1/4 City , State

A.S , Liberal arts 2000 Kingsborough Community College 1/4 City , State

Liberal arts

Bachelor of Science , Psychology College of Staten Island 1/4 City , State

Certifications

CPR and First Aid

Community Involvement

Recognition for planning and presenting at UNICEF conference.

Skills

bilingual speaking and reading fluently in English and Spanish, demonstrate your ability to work well with a team, handles details; coordinates and completes tasks,plans and arranges activities; multi tasks,writes clearly and concisely; listens attentively; openly expresses ideas,provides and asks for feedback, and cooperates and works well with others.