

TEACHER AND READING TEACHER

Summary

Energetic employee with over 9 years experience in administrative. Dedicated and focused employee who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. support roles.

Organized and professional.

Highlights

- Meticulous attention to detail
- Results-oriented
- Self-directed
- Time management
- Professional and mature
- Strong problem solver
- Resourceful
- Strong interpersonal skills

Experience

08/2016 to Current

Teacher and Reading Teacher Company Name 1/4 City , State

- Follow the district's curriculum for 9th grade and implement daily lesson plans for 9th grade, administer tests and analyze student performance.
- Foster a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Participate in faculty/parent conferences.
- Contact parents by phone and email to discuss student issues and or concerns.
- Follow district policies and procedures for teachers.
- Document student performance/concerns for student records.
- Remain professional and ethical at all times.
- Adult Education Summer School; James Irvin Education Center; Housed at Wesley Chapel High School.
- English 3 and English 4 Responsibilities: Follow the district's curriculum for 11th and 12th grade and implement daily lesson plans for 11th and 12th grade, administer tests and analyze student performance.
- Foster a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Contact parents by phone and email to discuss student issues and or concerns.
- Follow district policies and procedures for teachers.
- Document student performance/concerns for student records.
- Remain professional and ethical at all times.

08/2016 to 06/2016

ELA Teacher Company Name 1/4 City , State

- Follow the district's curriculum for 7th grade and implement daily lesson plans for 7th grade, administer tests and analyze student performance.
- Foster a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Participate in faculty/parent conferences.
- Contact parents by phone and email to discuss student issues and or concerns.
- Follow district policies and procedures for teachers.
- Document student performance/concerns for student records.
- Remain professional and ethical at all times.

10/2014 to 06/2015

2nd Grade Teacher Company Name 1/4 City , State

- Follow the district's curriculum for 2nd grade and implement daily lesson plans for 2nd grade, administer tests and analyze student performance.
- Conduct group reading activities.
- Foster a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Participate in faculty/parent conferences.
- Contact parents by phone and email to discuss student issues and or concerns.
- Follow district policies and procedures for teachers.
- Document student performance/concerns for student records.
- Remain professional and ethical at all times.

02/2014 to 10/2014

City Clerk Company Name 1/4 City , State

- Receives mail, telephone calls; composes correspondence upon instruction; prepares correspondence, reports, and other material.
- Oversees maintenance of office files and official City documents; issues and indexes ordinances, resolutions and agreement numbers and dates of adoption by the City Commission.
- Compiles and records information concerning municipal actions; keeps abreast of and maintains city laws, ordinance, policies, and procedures, municipal services.
- Record City Commission meetings; prepares and distributes minutes.

- Issues cemetery permits and deeds and maintains cemetery records.
- Issues business tax receipts.
- Compile and forward required materials to the Municode Corporation on a quarterly basis.
- Compiles and distributes City Commission meeting agendas and documents.
- Serves as election official for City elections.
- Obtains and maintains State of Florida notary public certification.

02/2012 to 01/2014

Reading Teacher Company Name 1/4 City , State

- Follow the district's curriculum for reading and implement daily lesson plans for 9th grade, administer tests and analyze student performance.
- Conduct group reading activities.
- Foster a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Participate in faculty/parent conferences.
- Contact parents by phone and email to discuss student issues and or concerns.
- Follow district policies and procedures for teachers.
- Document student performance/concerns for student records.
- Remain professional and ethical at all times.

01/2004 to 02/2012

Bookkeeper Company Name 1/4 City , State

- Worked with all teachers responsible for school accounts.
- Issued purchase orders.
- Communicated with companies to purchase materials, etc.
- Collected and deposited money.
- Made sure accounts stayed balanced.
- Check writing-e.g.
- Paying invoices, reimbursements for purchases, athletic travel expenses, etc.
- Balanced school internal account.
- Checked in all merchandise that was ordered.
- Communicated with the district office on purchases and procedures.
- Followed district policies and procedures for bookkeeping.
- Entered payroll for the school, new employee processing of paperwork, transfer paperwork, etc.
- Secretarial duties as assigned by the Principal.

10/2002 to 01/2004

Secretary III Company Name 1/4 City , State

- Answered phones.
- Directed parents and visitors to school.
- Any duty issued by the principal.

Education

December 2011

Bachelor of Arts : Elementary Education Reading Endorsed and ESOL Endorsed Saint Leo University 1/4 City , State Elementary Education Reading Endorsed and ESOL Endorsed 3.59

May 1991

Associates Degree : Advertising Design Cazenovia College 1/4 City , State Advertising Design

Skills

bookkeeping, conferences, email, English 3, English 4, instruction, lesson plans, materials, meetings, mail, money, office, notary public, payroll, policies, reading, Secretarial, tax, teacher, telephone, phones, phone