

TEACHER

Summary

Responsible Special Education Teacher with excellent communication skills demonstrated by 10 years of teaching experience. Skilled special needs high school teacher with the ability to work with children of various emotional and behavioral challenges. Teacher with experience identifying children's individual and collective learning needs.

Core Qualifications

Excellent classroom management

Experience working special needs students

Interactive teaching/learning

Performance assessments

- Differentiated instruction
- CPR/First-aid certified
- Behavior modification
- Behavioral/cognitive skills development
- Goal Setting and Implementation

CPR certification

Achievements

Parent Communication

- Regularly met with parents to discuss student issues and course weakness areas. (30 day reviews & annual IEP)

Education Strategies

- Employed special educational strategies and techniques during instruction to improve the development of study skills, social skills and test taking skills.

Lesson Planning:

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

Professional Experience

Teacher 01/2004 to Current Company Name City , State

- Assists in planning, developing and revising curriculum to improve vocational/educational and community awareness skills of children and adolescents with developmental and behavioral disabilities.
- Plan, implement, and evaluate structured educational programs.
- Completes report cards and 30 Day Educational reviews for each student.
- Obtain, prepare, and organize instructional materials.
- Prepare lessons and teach specified content.
- Instruct students individually or in small groups.
- Prepares and implements student IEP treatment plans.

Teacher Assistant 03/2001 to 12/2003 Company Name City , State

- Assists in planning, developing and revising curriculum to improve vocational/educational and community awareness skills of children and adolescents with developmental and behavioral disabilities.
- Assists and provides support for teacher through tutoring, classroom support and following through with learning, social and behavioral needs of assigned students.
- Obtain, prepare, and organize instructional materials.
- Prepare lessons and teach specified content.
- Instruct students individually or in small groups.
- Assists in the preparation/implementation of IEP goals.

Residential Counselor 11/2001 to 02/2002 Company Name City , State

- Provide therapeutic recreation and guidance counseling for children with a wide range of psychiatric and emotional disorders, developmental disabilities and/or neurological impairments.
- Interact with clients on a daily basis in order to assist clients to achieve treatment goals, earn responsibility points and maintain their levels.
- Work closely with Supervisor and Coworkers in scheduling structured activities for clients to successfully interact with one another as well as with their Staff, Teachers and Parents.
- Being able to run meetings, pertaining to subjects which aide in behavior management, behavior modification, anger management, peer mediation and social skills.

Office Manager 10/1999 to 11/2001 Company Name City , State

- Responsible for day to day operations of a small office including tracking for accounting (Peachtree), sales leads fulfillment, shipping, receiving, invoicing and other Administrative duties.

- Maintaining all customers and inventory information on tracing database (ACT) as well as processing of accounts payables, receivables, purchase orders and sales orders for all thermal analysis equipment.
- Act as Administrator for Human Resource Department, which include health benefits, retirement funds and all Employee records.

Therapeutic Recreational Counselor 04/1998 to 11/2001 Company Name City , State

- Provide therapeutic recreation and guidance counseling for children with a wide range of psychiatric and emotional disorders, developmental disabilities and/or neurological impairments.
- Interact with clients on a daily basis in order to assist clients to achieve treatment goals, earn responsibility points and maintain their levels.
- Work closely with Supervisor and Coworkers in scheduling structured activities for clients to successfully interact with one another as well as with their Staff, Teachers and Parents.
- Being able to run meetings, pertaining to subjects which aide in behavior management, behavior modification, anger management, peer mediation and social skills.

Administrative Assistant 10/1997 to 10/1999 Company Name City , State

- Maintain records of: deposit receivables, financial records for accounting & auditing purposes, employee payroll, track employee hours for benefits including pension, annuity and health and welfare.
- Student tracking: class schedules, renewal of state licenses and updating course information.
- Duties also include preparing of all Grant funded reimbursement forms, student stipend checks, Board meeting material and preparing annually approved motions of the Board - budget, policy & procedures.
- Work directly under Executive Director, assisting in producing an Annual Budget and completing assignments or tasks given by Executive Director or by the Board of Trustees.

Teller/Bank Representative III 06/1992 to 08/1998 Company Name City , State

- To provide high quality customer service from a teller banking station: processing transactions, quickly and accurately, adhering to established security safeguards, identification procedures and other bank policies and procedures, identify and act upon opportunities to refer customers to PNC bank specialists who sell specific products and services.

Inward Call Activation Representative 01/1997 to 09/1997 Company Name City , State

- Take incoming telephone calls from customers responding to marketing offers such as promotional rates, transferring balances from one account to another, processing necessary adjustments on accounts to obtain optimal satisfaction, releasing accounts from the fraud que and producing miscellaneous reports and other duties as assigned by manager.

Therapeutic Support Staff 05/1995 to 01/1997 Company Name City , State

- To provide therapeutic support to the child or adolescent in specific areas of social, behavioral and emotional concern and needs while also providing support of the child's family members, educators or other responsible adults in order to prevent more restrictive services or out of home placement.
- This support also provides one on one mental health interventions to children with serious emotional disturbance, which may include positive behavioral reinforcement, emotional support, time structuring activities and time-out strategies.
- This service also provides psychosocial rehabilitative activities as prescribed in the child's treatment plan and crisis intervention techniques.

Head Teacher 11/1994 to 05/1995 Company Name City , State

- Caring for 12-18 month old infants while planning and implementing learning activities on day-to-day basis.

Education and Training

Master's of Science : Human Resource Management 5 2005 St. Joseph's University City , State

Masters in Human Resource Management

Bachelor of Science : Social Relations 5 1994 Cheyney University of Pennsylvania City , State

BS in Social Relations

Certifications

PDE Dual Certification for Special Education K-12 and Elementary Education k-6.

Community Involvement

Work with children ages 5-7 at New Life in Christ in the Garden Ministry as a teacher on every first Sunday of the month. As a teacher in the Garden ministry my duties include teaching young children the lesson while incorporating various strategies to engage all children.

Affiliations

member of the YMCA Coatesville Brandywine where i volunteer as a basketball coach

Skills

accounting, accounts payables, Administrative, AOL, auditing, banking, benefits, Budget, Business Works, content, counseling, clients, customer service, databases, database, Email, financial, forms, funds, Human Resource, Internet Explorer, Internet Applications, inventory, invoicing, Lotus, Director, marketing, materials, mediation, meetings, mental health, Access, Excel, office, Microsoft Office 98, Outlook, Power Point, 2000, Word, Netscape Navigator, payroll, Peachtree, Peachtree (accounting software, policies, producing, quality, receiving, sales, SAP, scheduling, shipping, structured, Supervisor, teacher, telephone, tutoring