

## HOMEBOUND TEACHER

### Career Focus

Utilize skills and talents in order to plan, direct, and manage the procurement of food products, equipment, and services that meet the requirements and standards of the Child Nutrition Program by planning appropriate menus, following the dietary guidelines, and maintaining a safe and sanitary environment.

### Highlights

- Extensive hospitality background
- Food ingredients expert
- Food safety understanding
- Highly responsible and reliable
- Works well under pressure
- Exceptional interpersonal skills

### Accomplishments

#### Team Building and Leadership

- Created collaborative classroom experiences
- Served as student mentor and counselor for students when academic problems and personal adjustments by meeting with guardians to reach solutions.
- Motivated students to engage with course materials by organizing engaging class activities and relating subject matters to personal experiences.

### Experience

02/2015 to Current

Homebound Teacher Company Name 1/4 City , State

- Implement educational philosophy and goals of our district as related to TEKS education requirements.
- Follow mandatory guidelines in order to keep effective records as governed by the Homebound Program.
- Collaborate with campus teachers in order to ensure the success of the Homebound student
- Encourage and facilitate parent participation in the learning and educating of the Homebound student
- Utilize administrative skills to help effectively facilitate collaboration amongst the home campus teachers, parents, and homebound department
- Provide a sense of security and achievement for homebound students
- Coordinate smooth transition into homebound instruction and back into mainstream of regular classes

02/2009 to 02/2016

Teen Parent Teacher Company Name 1/4 City , State

- Developed and maintained the Pregnant Related Services as designed by the school district
- Implemented strategies as designed by the district in accordance with the dropout prevention program for at-risk students
- Provided nutritional instruction and guidance to pregnant teens
- Assisted pregnant teens with meal planning and healthy eating
- Acted as a service coordinator to obtain assistance from community service organizations and government agencies to provide assistance to pregnant students.
- Handled confidential student information, case management to support coding in line with PIEMS accountability and documentation
- Orient parents and students of protocol and procedures with the Pregnant Related Services program

02/1996 to 02/2009

Classroom Teacher/ Consumer Science and Nutrient Company Name 1/4 City , State

- Instructed through lectures, discussions and demonstrations in [nutrient, consumer science, and parenting](#).
- Attended a variety of professional development workshops centered on learning goals, classroom management, student motivation and engaging learning activities. Facilitated activities that developed students' physical, emotional and social growth
- Assigned lessons and corrected homework
- Documented attendance for audit purposes
- Encourage student awareness in attendance, academics and to continue with school during and after pregnancy
- Cultivate positive relationships with teachers, counselors, to develop and maintain guidelines consistent with student success and dropout prevention
- Maintain broad range of instructional techniques
- Developed lesson plans according to TEKS guidelines
- Classroom management strategies
- Direct and timely communication with parents
- Grade and behavior reporting
- Conducted small group and individual classroom activities with students based on differentiated learning needs.

02/1995 to 02/1996

Parent Liaison Company Name 1/4 City , State

- Developed parental support and involvement initiatives to target student academic and social development related to school objectives.
- Coordinated parental classes in accordance with overall objectives and strategies of the district.

- Coordinated positive reinforcement for parents with monthly newsletters.
- Facilitated parenting classes, connecting parents to community resources.
- Promoted positive communication support between parents and teacher.
- Partnered with parents to reinforce test strategies during state testing in line with classroom teachers and district objectives.
- Provided weekly workshops of food and nutrient to parents and students at French Elementary.

07/1985 to 09/2009

Clerk/Receptionist Company Name ¼ City , State

- Customer services
- Delivered exceptional service by greeting clients
- Regularly checked on clients to ensure satisfaction
- General clerical duties such as typing, answering the phones, copies faxing, creating memos, filing, and maintaining records

Education

2009

Master of Science : Education Administration Grand Canyon University ¼ City , State , USA

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1995

Family and Consumer Science Lamar University ¼ City , State , USA

*Additional hours in Dietetics and Nutrition*

Professional Affiliations

Alpha Kappa Alpha Sorority

Beaumont Teachers Association

Lamar University Alumni Association

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Skills

Academic planning, administrative skills, case management, clerical, documentation and shorthand, research, lesson planning, newsletter development, coding and filing

Effective - Efficient -Dedicated- Positive