ROBERT SMITH

After School Program Coordinator/Director

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Contribution to the success of employer and growing professionally. Set educational standards and goals, and help establish policies, procedures, and programs to carry them out.

MARCH 2010 – FEBRUARY 2012

AFTER SCHOOL PROGRAM COORDINATOR/DIRECTOR - ABC CORPORATION

- Worked with three students with autism who had severe behavioral issues and had been convicted of inappropriate sexual behavior.
- Attended schools in Toledos urban area and had one-on-one staff during school hours and had to have constant supervision.
- Problems with reading and all three had problems with math, specifically multiplication facts.
- Set up a behavior program based on rewarding positive behavior and worked with these students alone and accompanied.
- Learned to plan actives for the children to keep them skill growing.
- Provided a positive environment with tutoring and after school activities.
- Responsible for the care of children grades Kindergarten through sixth grade.

2006 – 2010

AFTER SCHOOL PROGRAM COORDINATOR - ABC CORPORATION

- Provide a clean, safe, educational, and fun environment for all children in my care Plan, prepare, and execute age appropriate weekly lesson plans to encourage developmental growth for children ages five to twelve years (ie age appropriate activities.
- Accommodate children with special needs i.e.
- Autism, ADHD, ADD, Turrets syndrome.
- Plan field trips and other educational and age appropriate activities of enrichment for all children.
- transport children to all off campus activities Correspond with parents or guardians on a daily regular basis in regards to their child or children.
- Follow NC state guidelines for safe and educational classrooms..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master's Certificate Program in Integrating Technology into Curricula -

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SKILLS

Communication Skills, Speaking, Oral/written Presentations.