Robert Smith

Guest Teacher II

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking work with an organization to contribute experience, enthusiasm, flexibility, and willingness to help and learn.

WORK EXPERIENCE

Guest Teacher II

ABC Corporation - August 2015 – February 2016

Responsibilities:

- Worked on a temporary basis teaching class in the absence of a regular teacher.
- Preformed same task as a regular teacher, give assignments and quizzes, look after the safety of students, enforce discipline in class and monitor students throughout the day.
- Able to work flexibly to accommodate schools varying needs and assignments.
- Communicated with principal and staff regarding any questions and concerns about lesson plans or rules.
- Prepared and submited summary of work completed and updates about any and all situations or problems encountered.
- Maintained a high standard of education; show interest in a students progress; and encourages critical-thinking, analytical and creativity skills.
- Respected personal privacy and maintain confidentiality regarding students.

Guest Teacher

Delta Corporation - 2013 – 2015

Responsibilities:

- Muskegon Public Schools, Muskegon, MI Duties Teach all Subjects for Grades K-12.
- Select daily assignments in different schools for the district ranging from kindergarten to 12th grade.
- Classroom Management and Discipline (26 students) Ability to follow lesson plans.
- Worked with High school and Middle school science and history teachers to develop innovative lesson plans that incorporate the arts, animation, and .
- Attend classes as a guest teacher to lead animation workshops.
- Instruct both traditional and special education students in grades K-8 Provide a learning environment utilizing classroom management skills, teaching .
- Guest Teacher for general and special education classrooms Obtained PA Emergency Teaching Certification Completed ACT 126 training.

SKILLS

Microsoft, Customer Service, Budgeting, Computer , Excel, Filing, Faxing, Human Resources, Hiring.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

BA in Special Education - 2003(Utah State University - Logan, UT)

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