

Instructional Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Dedicated Instructional Assistant possessing deep and broad experience of 5 plus years in education domain ranging from classroom instruction to assisting residents in acquiring a wide variety of licenses. Recognized and valued for attentiveness to learners, observation skills and taking initiative to handle any situation, regardless of the challenge. Demonstrates excellent customer service and time management skills, and the ability to handle complex problems without supervision or oversight. Created and taught lesson plans for science, math, language, reading, and social studies.

Skills

Microsoft Office, Mentoring, Community Outreach, Research, Early Childhood Education, Teaching

Work Experience

Instructional Assistant

ABC Corporation - September 2014 - Present

- Responsibilities include assisting the certified teacher by providing individual assistance to students in academic areas, working with small groups to reinforce instruction given by the teacher.
- Assisting teachers in maintaining order and student conduct within the classroom, observing student behavior to assure safety, assist in resolving student disputes.
- Maintaining routine records related to student work and classroom activities.
- Assisting in performing general clerical duties related to classroom instruction and activities.
- Operating copiers and standard office equipment as required, monitoring students during lunchtime and educational trips.
- Conferring with teachers concerning programs and materials to meet student needs.
- Adhering to requirements for confidentiality regarding student information.

Instructional Assistant

ABC Corporation - March 2014 - August 2014

- Assisted with individual and group instructions and preparation of materials for class, classroom activities, and assignments.
- Served as a source of information and help to any substitute teacher assigned in the absence of the regular teacher.
- Executed instructional activities and programs within an exceptional educational classroom while providing students with assistance during class.
- Responsible for coordinating staff and student schedules and assignments.
- Provided clerical support for the special education program and the related documentation requirements.
- Provided support/modification of instructional material for special education students.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Bachelor Of Arts in Speech Communication - 2002(Berea College - Berea, KY)Physical Education - (Western Illinois University - Macomb, IL)Residence Hall Government - (Macomb High School Swim Meets)