

ROBERT SMITH

Special Education Instructional Assistant

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SUMMARY

An energetic, compassionate, emphatic, reliable caring Special Education Instructional Assistant. Strives to create a fun and inventive educational atmosphere where children are engaged in learning and see as a creative experience. Seeking a career to advance my experience. Looking for an opportunity that will consider my professional history and skills, and provide further training and knowledge growth.

SKILLS

Microsoft Office, Windows 10, Smart Board, Classroom Dojo, Dibels

WORK EXPERIENCE

Special Education Instructional Assistant

ABC Corporation - December 2015 – Present

- Discussing assigned duties with classroom teachers in order to coordinate instructional efforts.
- Preparing lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Supervising students in the classroom, halls, cafeteria, schoolyard, and on field trips.
- Distributing tests and homework assignments, and collect them when they are completed.
- Providing extra assistance to students with special needs, such as those with mental disabilities.
- Typing, filing and duplicating materials grade homework and tests, and computing and recording results, using answer sheets or electronic marking devices.
- Planning, preparing, and developing various teaching aids such as bibliographies, charts, and graphs.

Substitute Instructional Assistant

ABC Corporation - March 2010 – December 2015

- Maintained classroom equipment clean file student records, organized students files, responsible for clerical duties related to the instructional assignments.
- Kept a confidential assessment binder, consisting of developmental assessments, individual goals, and observations of progress toward meeting goals.
- Recorded and interpreted data in an effort to set obtainable goals for students.
- Attended professional development training with the purpose of relaying learned skills to other faculty and staff.
- Assessed student needs based on the test scores to provide intervention in areas of reading and mathematics.
- Provided physical and instructional needs for students with disabilities.
- 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.

SCHOLASTICS

- Master's in Education - June 2016(Strayer University - Raleigh, NC)Bachelor Of Arts in Sociology - (Shaw University - Raleigh, NC)Bachelor's in Vehicle Engineering - 2002(Wuhan University Of Technology - Wuhan, Hubei, China)