

# Robert Smith

## *Junior Instructional Assistant*

### **CONTACT DETAILS**

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Alabama  
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### **PERSONAL STATEMENT**

Committed and effective Junior Instructional Assistant with a proven 3 plus years of international teaching experience of helping students succeed academically, providing positive learning experiences and inspiring both children and parents. Specializes in efficiently utilizing learning assets and technology to foster a positive and productive ambitious learning environment. To obtain a position in the educational field working with students from diverse backgrounds.

### **SKILLS**

Applied Behavior  
Analysis, Active listener,  
Teaching methods for  
developmental  
disorders, Child abuse  
prevention and  
awareness, First Aid/CPR,  
Communication, Time  
Management

### **WORK EXPERIENCE**

#### ***Junior Instructional Assistant***

**ABC Corporation - May 2016 - Present**

##### *Responsibilities:*

- Assisting students individually and in small groups in meeting course expectations and improving academic and vocational skills.
- Assisting special education teachers by working with students to achieve state standards, IEP goals, and/or district graduation requirements.
- Assisting and or facilitating crisis management up to and including physical restraints when appropriate.
- Participating in ongoing education to develop treatment and management skills.
- Keeping in constant contact with students parents and updating them on their childs progress.
- Making sure students are upholding school standards for behavior, grooming and dress code.
- Providing students help with critical subjects such as reading, writing, and mathematics to ensure their competency using the guidelines held within the learning intervention program.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Associate Instructional Assistant***

**ABC Corporation - October 2015 - May 2016**

##### *Responsibilities:*

- Assisted students in reading as well as other subjects and classroom activities.
- Assisted with field trips by helping students stay together to ensure their safety.
- Worked as a team with the pre-school staff to ensure the safety and development of each child.
- Communicated with parents regarding student success or areas of concern as needed.
- Documented any incidents thoroughly including information on who was involved, the nature of the incident, and what steps were taken to resolve the problems.
- Assisted teacher with the preparation of materials, ensuring organization and sufficient quantities.
- This is Dummy Description data, Replace with job description relevant

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

to your current role. In case if you dont need it you can delete it.

## **Education**

Bachelor Of Arts - 2014 (SOUTHERN ILLINOIS UNIVERSITY -  
Carbondale, IL)Associate's in Applied Science/Criminal Justice And  
Criminal Justice Common Core. - 2011(Bluegrass Community And  
Technical College - Danville, KY)High School Or Equivalent in General  
Studies - 1986(Harrodsburg High School - Harrodsburg, KY)