

Robert Smith

Instructional Assistant

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SUMMARY

Special Education Instructional Assistant who has lovingly taught hundreds of children, ages 4 through 8. Thorough in guiding children through a variety of daily activities and making sure the curriculum is age-appropriate and fun. Also, has experience with children who have severe behavioral problems and autism. Experience working with hearing impaired and deaf children. My knowledge and experience working with all types of children have given me a unique ability to teach nurture and relate to all children.

SKILLS

Microsoft Office, First Aid/CPR, Communication, Time Management, Conflict Resolution, Computer Experience

WORK EXPERIENCE

Instructional Assistant

ABC Corporation - September 2013 - Present

- Responsible for coordinating and/or participating in special programs or projects as assigned.
- Responsible for collecting and receipting monies for monthly activity fees, school fees, school pictures, field trips, meal fees, etc.
- Recording daily attendance, grading assignments, recording/ analyzing test scores/grades, substituting as needed, setting up special projects, monitoring student behavior, packing/unpacking student folders, etc.
- Having well-documented notes for procedures, meetings, and everyday duties, to use as a reference for different activities, separate meeting, etc, throughout the year.
- Assisting school administrators and staff in various administrative and clerical functions such as participating in in-service training programs, attending staff meetings as required, coordinating special tasks/programs as assigned.
- Receiving and responding to inquiries and requests for assistance in areas of responsibility.
- Supervising students throughout the afternoon in the playground or inside.

Associate Instructional Assistant

ABC Corporation - May 2012 - June 2013

- Implemented a teachers classroom plan as a substitute when needed, including overseeing entire classrooms alone.
- Maintained an orderly environment during class time, in the hallways, and while the students are eating during their lunch period.
- Moved from classroom to classroom, aiding teachers in implementing their teaching strategies for education.
- Provided support for teachers with different types of classroom tasks within the general education setting.
- Mentored students on specific job tasks and organization skills to help them become independent workers.
- Built a strong rapport with each student to keep them on target and generate a good outcome with IEP.
- 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

High School Diploma in General Education - September 2005(Woodrow Wilson High School)