

# ROBERT SMITH

## Associate Lead Toddler Teacher

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### SUMMARY

Lead Toddler Teacher Position with a respectable facility in which to use experience and skills to their fullest potential with room to grow and gain more knowledge. To apply each and every day so can benefit your facility.

### CORE COMPETENCIES

Microsoft Office, Project Management.

### PROFESSIONAL EXPERIENCE

#### Associate Lead Toddler Teacher

**ABC Corporation - September 2013 – March 2015**

##### Key Deliverables:

- Prepares and implements classroom lesson plans, programs, and schedules
- Ensures that all classroom and outdoor equipment are in good working condition and are used and maintained properly
- Directs activities of other staff in the classroom to ensure that the classroom functions in an orderly manner
- Communicates appropriate information to parents and maintains developmental profiles for children
- Ensures that the appearance, cleanliness, and safe environment of the classroom are appropriately maintained
- Completes all academy and classroom paperwork, such as daily notes, student accident reports, and attendance reports
- Attends and participates in staff meetings, academy events, and parent meetings as requested

#### Lead Toddler Teacher

**Delta Corporation - 2008 – 2013**

##### Key Deliverables:

- Was in charge of a group of toddlers with an assistant teacher M-F.
- Developed lesson plans based on no set curriculum, learned parent/teacher communication skills, and kept the children feeling safe and secure each day.
- Changed diapers, fed, and put the children down for naps each day.
- Gave them the love and compassion they needed to develop.
- Create lesson plan through child initiated activities maintain classroom consistency engage in meaningful open- ended conversation with children .
- Also, I was able to come up with behavior chart that would turn the children behavior around from poor behavior into behavior we would like to see by .
- Creative lesson plan through child initiated activities.

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### EDUCATION

certificate in CDA ( Child development associate) - 2013(The care course school - McLean, VA)

