

# ROBERT SMITH

## Pre K Lead Teacher

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Pre K Lead Teacher seeking a responsible, professional position developing or implementing programs related to early childhood through elementary education. I would like to be part of an environment that positively aids to the overall development of children.

### CORE COMPETENCIES

Early Childhood, Child Care, Teacher Assistant, Child Development, Microsoft Office, All Photographic Equipment

### PROFESSIONAL EXPERIENCE

#### Pre K Lead Teacher

**Great Day Learning Center - August 2012 – August 2013**

##### Key Deliverables:

- Responsible for the daily planning, management, and supervision of the classroom and children.
- Assisted in the classroom by an Assistant Teacher.
- Responsible for ensuring that all parents, children, and classroom staff concerns are appropriately addressed.
- Ensured that the appearance, cleanliness and safe environment of the classroom is appropriately maintained.
- Completed all academy and classroom paperwork for example, daily notes, student accident reports, attendance reports.
- Attended and participated in staff meetings, academy events, and parent meetings, as requested.
- Counseled the children when social, academic, or adjustment problems arise.

#### Pre-K Lead Teacher

**Northern Virginia Child And Family Services - February 2010 – August 2012**

##### Key Deliverables:

- Ensured that all classroom and outdoor equipment are in good working condition and are used and maintained properly.
- Directed the activities of other staff in the classroom to ensure that the classroom functions in an orderly manner.
- Communicated the appropriate information to parents.
- Maintained developmental profiles for children.
- Scheduled and conducted parent and teacher conferences throughout the year.
- Developed a relationship with the classroom associate teachers and assistants.
- Oversaw all processes related to each child in the classroom and is the main point of contact for all staff in the classroom and the families they serve

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### EDUCATION

- M. Ed. in Counseling/Family Studies - (Pennsylvania State University )B.S. in Special/Elementary Education - (Slippery Rock State College )