

ROBERT SMITH

Pre-K Lead Teacher

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

SUMMARY

Specialist in early childhood education, with more than three years of experience in managing preschool operations including facility management, quality assurance, and human resources. Seeking a challenging and rewarding position in an organization, where my knowledge, training, and unique abilities, coupled with my strong sense of dedication and creativity would facilitate children to learn by using cutting-edge teaching techniques that will prove to be of mutual benefit.

CORE COMPETENCIES

Lesson Plan, Flexible And Adaptable, Knowledge Of Curriculum, Technology Understanding, IEP Familiarity, Team Player

PROFESSIONAL EXPERIENCE

Pre-K Lead Teacher

Ymca - September 2016 – Present

Key Deliverables:

- Developing weekly lesson plans containing developmentally appropriate activities that cover all learning domains - using and implementing big day pre-k curriculum.
- Creating and maintaining a classroom environment that fosters learning through play.
- Conducting on-going observations of students, keeping anecdotal notes and checklists - documenting all assessments through big day Pre-Ks online website.
- Completing the parent-teacher conference forms and student evaluations twice throughout the year.
- Maintaining open communication with families on a daily basis through e-mail and Hi mama application.
- Constant flexibility in the classroom to adapt to the needs of the children throughout the day.
- Maintaining all records throughout the year for each child (emergency cards, medication logs, incident reports and child portfolios).

Student Teacher

St. Francis De Sales School - 2015 – 2016

Key Deliverables:

- Created engaging and developmentally appropriate lessons that aligned with school and state standards.
- Differentiated and scaffolded lessons for students on different levels of readiness.
- Established positive relationships with students, staff, and administration within the school.

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- Collaborated with a mentor teacher to ensure lessons and unit themes were appropriate and relevant for students.
- Maintained communication with mentor teacher of upcoming assignments and class requirements.
- Communicated with families of upcoming lessons through e-mail from a mentor teacher.
- Communicated effectively with parents, other staff, administrator and governing agencies.

EDUCATION

Masters in Elementary Education - December 2018(American College Of Education)
Certification in Elementary Education - November 2017(American College Of Education)
Bachelors Of Science in Merchandising - December 2014(University Of Kentucky)

