ROBERT SMITH

Special Education Instructional Assistant II

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Mental health professional driven to help others overcome personal obstacles. Comfortable working autonomously or in a team-based setting. Working with special need students that need help with being able to manage their behaviors.

EXPERIENCE

Special Education Instructional Assistant II

ABC Corporation - SEPTEMBER 2013 – JUNE 2015

- Assists children during Art, P.E., Music, and Library class Assists students during recess, lunch, and bus duty.
- Teachers and engages students with fine motor goals.
- Teachers and engages students during language arts groups/rotations.
- Interacts with the children and encourages their involvement in lessons/activities.
- Consistently documenting data from assessments and learning activities.
- Consistently uses an appropriate and positive authority in the classroom.
- Constantly working collaboratively with educators, Instructional Assistants, Physical Therapists, Occupational Therapists.

Special Education Instructional Assistant

ABC Corporation - 2008 – 2013

- Working directly with sixth-eighth grade students with special needs (LBD) Collaborating with Lead Teachers.
- Attending IEP meetings.
- Making home contacts.
- Attending professional development meetings.
- Working with the Read 180 Program.
- Reading, Paraphrasing, Scribing, Revising Test, and helping my students to succeed.
- Receptionist Answering phone, greeting visitors, delivering messages, the daily morning routine of opening school..

EDUCATION

- Master of Health Administration in Administration/Education - June 2012(University of Phoenix - Indianapolis, IN)

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SKILLS

Microsoft Office, Customer Service.