Robert Smith

Special Education Paraprofessional - Inter

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Typing Speed 65 Words Per Minute, Data Entry Terminal, Personal Computers, Spreadsheet

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Motivated, positive attitude and quickly adapts to the environment. Organization skills and attention to details. Excel in public relations, special attention given to the confidential papers and delicacy that is required to get the job done. Experienced with being a liaison using strong coordinating abilities between multiple agencies and parties.

WORK EXPERIENCE

Special Education Paraprofessional - Intern

ABC Corporation - November 2013 – June 2014

Responsibilities:

- Instruct special needs students in academic subjects, using a variety of techniques, such as phonetics, multisensory learning, or repetition to reinforce learning and meet students varying needs.
- Develop or implement strategies to meet the needs of students with a variety of disabilities.
- Develop individual educational plans (IEPs) designed to promote students educational, physical, or social development.
- Confer with parents, administrators, testing specialists, social workers, or other professionals to develop individual education plans (IEPs).
- Maintain accurate and complete student records as required by laws, district policies, or administrative regulations.
- Teach socially acceptable behavior, employing techniques such as behavior modification or positive reinforcement.
- Establish and enforce rules for behavior and procedures for maintaining order among students.

Special Education Paraprofessional

ABC Corporation - 2012 – 2013

Responsibilities:

- Worked one-on-one with a special education student.
- Helped student complete daily work within the classroom, with providing support and directions to help complete the academic work.
- Assisted with students physical needs throughout the day.
- Completed other duties and assistance as listed in the students IEP.
- Assisted teacher and students as needed, made copies, traced and cut out projects, wrote and presented several lessons, assisted during lunch and recess time, read stories to the class, and worked with students one-on-one and in small groups.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Master's in Psychology - 2010 (Grand Canyon University - Phoenix, AZ)

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