ROBERT SMITH

Teaching Assistant/Tutor

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Teaching Assistant/Tutor versed in planning and setting up classrooms that are conducive to the learning process, as well as individual and social development. CPR and First Aid certified. Strong quantitative and analytical skill. Seeking a challenging position in a growth-oriented organization which offers diverse job responsibility and the possibility for advancement.

EXPERIENCE

Teaching Assistant/Tutor

ABC Corporation - AUGUST 2007 – PRESENT

- Assisting in upholding and enforcing school rules, administrative regulations, and school board policies.
- Assisting Lead Teacher/Director at the preschool level to conduct preschool and child development activities.
- Helped in preparing instructional materials for preschool-aged children.
- Adhering to policies for daycare centers as established by the department of social services the department of education child development division.
- Supporting to certified teachers for all grade levels and core areas.
- Tutoring language arts on a one-on-one basis as requested by certified staff.
- Working with parents to implement educational goals on many levels as requested.

Associate Teaching Assistant

ABC Corporation - SEPTEMBER 2005 – AUGUST 2007

- Supervised students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Tutored and assistED children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Observed students performance, and record relevant data to assess progress.
- Instructed and monitored students in the use and care of equipment and materials to prevent injuries and damage.
- Organized and supervised games and other recreational activities to promote physical, mental, and social development.
- Provided extra assistance to students with special needs, such as Non-English-speaking students or those with physical and mental disabilities.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- Master Of Arts in Psychology Program - 2004 (University Of The Rockies - Colorado Springs, CO)Bachelor Of Arts in Television And Radio - (City University Of New York - Brooklyn, NY)Associate in Liberal Arts And Sciences - (Manchester Community College)

SKILLS

Microsoft Office 2007: Outlook, Word, Excel And PowerPoint.