

CLIENT NAME

99 Somewhere Street, East City, ST 12345 • 555-555-5555 • nameofclient.tutor2@gmail.com

Seeking opportunity as Leadership & Development Coach at Fusion Academy

*TEACHER EMPOWERMENT & SUPPORT ~ EDUCATION ADMINISTRATION ~ CLASSROOM MANAGEMENT
SPECIAL EDUCATION ~ AUTISM ~ BEHAVIOR DISORDERS ~ PARENT RELATIONS & COOPERATION*

PROFILE

- Offer solid career in teaching as well as facilitating professional development programs for educators to heighten student achievement, confidence, and growth.
 - Excellent knowledge and expertise in special education issues, learning differences and disabilities, and social and emotional issues.
 - Outstanding skills in training, coaching, and mentoring teachers in class instruction, lesson planning, and student assessments.
 - Delivered multiple training workshops and parent presentations on autism, executive functioning, meaningful homework, and how to work with students with learning differences.
 - Collaborative, articulate, organized, and creative with proven talents in identifying training needs, orienting new teachers, providing constructive feedback, and delivering hands-on educational coaching & support.
 - Able to advise, empower, educate, and coach staff regarding special education needs and strategies, appropriately responding to behaviors, and setting and enforcing boundaries.
 - Encourage collaboration, best practices, and transparent communication with school stakeholders.
 - Actively promote educational mission and vision, and highly regarded as a dedicated student advocate.
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PROFESSIONAL EXPERIENCE

Name Academy, City, ST, 2015 – Present

English Teacher / Mentor, Special Education Lead

- Provide influential consultative guidance to teachers on campus seeking support with specific students presenting challenging learning issues.
- Critically review testing data and associated documentation to contribute to supplementary IEP plan development.
- Evaluate and structure professional development opportunities to educate staff in specific diagnoses, symptoms, and interventions.
- Facilitate regular parent education nights to provide valuable information on student progress and enrich collaborative efforts.
- Called upon to advise head of school regarding admission appropriateness of particular students.
- Deliver English curriculum to students in grades 6 through 12 requiring specific and additional resources, and customize curriculum for 1:1 student learning experience.

City Name Board of Education- City, ST, 2015

Paraprofessional – MD/Autism

- Partnered with certified staff in devising strategies for reinforcing learning materials based on student needs, interests, and abilities.
- Instructed and monitored individual students or small groups, corrected papers, and supervised curriculum-based testing and make-up assignments.
- Functioned as resource person to General Education Intervention Team and IEP / Title 1 / ESL Teams as required.

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Company Name Tutoring, 2009 – 2014

Professional Tutor

- Planned, designed, and administered individualized lessons for students in K-12, taught SAT classes, corrected homework, and discussed student progress with parents on a weekly basis.

Name Learning Center, City, ST, 2007 – 2009

Director of Education

- Spearheaded full-scope operations including sales, marketing, records maintenance, hiring, training, staff performance management, parent relations, community relations, educational programming, and regulatory compliance.
- Observed and methodically assessed student performance to identify early signs of emotional, developmental, and health problems in students.
- Developed, motivated, evaluated, and supervised high-performance personnel dedicated to driving student achievement.
- Created and administered individualized student programs and held regular parent-teacher conferences.
- Mentored and counseled students with adjustment and academic problems to optimize successful outcomes.

Central City Name College Prep, North City, ST, 2005 – 2007

English Middle / High School Teacher

- Effectively performed classroom management, administered lesson plans and assignments, closely monitored student performance, and conducted comprehensive assessments.
- Prepared and delivered instruction in one-to-one, small group, and whole class environments.

City Name School District, City, ST, 2006

After-School Counselor

- Supervised, engaged, and instructed 40+ children in grades K - 5 with academic and personal issues to improve academic, social, emotional, and personal growth.
- Orchestrated educational and extracurricular activities and special events including computer instruction, arts and crafts programs, field trips, and dance programs.

City YMCA, City, ST, 2006

Dance Instructor

- Designed and delivered choreography and dance lesson plans to children, teenagers, and adults.

E D U C A T I O N

Western Governors University, 2005:

Master of Education, Special Education / Reading Literacy
Bachelor of Arts, English Literature / Secondary Education

C E R T I F I C A T I O N S

Standard NJ Teaching Certificate, Teacher of English
Certificate of Eligibility with Advanced Standing, Teacher of Students with Disability
Certificate of Eligibility with Advanced Standing, Reading Literacy Specialist
Orton-Gillingham Certified
K-12 Special Education Certified
Reading Literacy Coach