

JANE DOE

CONTACT

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- 🏠 Manalapan, NJ

SKILLS

- Classroom Management
- Adaptability
- Patience
- Lesson Plan Development
- IEPs
- Time Management
- Conflict Resolution
- Empathy
- Critical-Thinking and Problem-Solving

EDUCATION

BACHELOR OF ARTS IN EDUCATION

Georgian Court University | 2021 - Present

FIRST AID CERTIFICATION

American Red Cross | 2021

PROFESSIONAL DEVELOPMENT

INCLUSIVE CLASSROOM
MANAGEMENT WORKSHOP

Teaching Well Institute | 05/2024



Dedicated, adaptable, and experienced substitute teacher with a proven track record of diverse classroom management. Proven ability to implement various lesson plans and classroom procedures, ensuring smooth transitions during the absence of the main teacher. I am committed to fostering an inclusive and positive learning environment that encourages student engagement and participation.

EXPERIENCE

SUBSTITUTE TEACHER

Manalapan High School | 09/2024 - Present

- Enhanced 75% of lesson plans that resulted in an increase in student engagement, participation, and creativity using SMART Board technology.
- Regularly communicated clearly with parents through google classroom and updated them on their child's progress with 5+ weekly updates
- Kept all educational materials and resources prepped, updated, and organized reducing prep time for permanent teachers by 20%
- Followed school policies, teacher guidelines, and student IEPs to ensure student safety and achievement of learning outcomes

SPECIAL EDUCATION PARAPROFESSIONAL

Manalapan Elementary School | 03/2023 - 09/2024

- Assisted with classroom management resulting in a 20% decrease in disruptive student behavior
- Supported the main teacher with creating, implementing, and recording students' progress according to their IEP/504 Plans
- Monitored 15+ students during lunch, field trips, and recess
- Built a positive and inclusive learning environment with the students
- Created a visual rewards sheet for students with behavioral disorders to help them understand their own IEPs resulting in a decrease of classroom disruption by 55%