

PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Student records management
  - Conflict resolution techniques
  - Secondary education
  - Trained in CPI
- Child development
  - Microsoft Office
  - Social-Emotional Learning
  - Trauma Informed Care

WORK HISTORY

- Special Education Teacher**, 08/2019 - 06/2020  
**Adams County School District 50** – Westminster, CO
- Gathered, organized, and analyzed data on student needs and progress.
  - Collaborated with teachers to assess needs, set objectives, and discuss strategies.
  - Helped students improve academically, emotionally and socially through hands-on support.
  - Modified general education curriculum for special-needs students using various instructional techniques and technologies.
  - Assessed and documented student progress with established goals.
  - Assessed students' individual needs to prepare and implement individualized lesson plans to achieve school district's objectives.
  - Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
  - Evaluated student progress and compared to IEP goals.
  - Provided crisis intervention in response to emergencies, employing existing trust and rapport to deescalate situations.
  - Worked with students with moderate to severe autism to increase life skills.

- Preservice Teacher and Case Manager**, 05/2014 - 07/2019  
**Center For Change Incorporated** – Orem, UT
- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs.
  - Developed and created programs and monitored effectiveness against individual participant needs.
  - Oversaw staff development through in-depth trainings, workshops, seminars and other learning opportunities.
  - Provided direct services to clients, including safety planning, crisis intervention, case management and advocacy.
  - Communicated with supervisor regarding issues related to case management, resourcing, service collaboration and development of new resources.
  - Served as case coordinator, assuming responsibility for complex, high-volume assignments and guiding endeavors to successful completion.
  - Assisted and accompanied clients and families to court, legal appointments, health care, public benefits, and social or community agencies relative to client short- and long-term stabilization goals.
  - Managed caseload of 15 children in therapeutic foster care to provide comprehensive, community-based care.
  - Documented data and completed accurate updates to case records.
  - Completed home welfare checks to align with state and program guidelines.
  - Developed and implemented recruiting strategies for seeking out potential foster parents.
  - Facilitated the 38 hours of in-classroom training in compliance with the KY CHFS.
  - Conducted home studies
  - Completed the certification process of all potential foster homes and ensured compliance standards as set forth by the state of Kentucky.
  - Tracked and reported training requirements and status.

- Social Studies Teacher**, 08/2013 - 05/2014  
**Primrose School** – Shoreview, MN
- Planned learning activities that provided students with opportunities to observe, question and investigate social studies topics.
  - Gave assignments, graded work and regularly discussed performance with students.
  - Used computers, audio-visual aids, and other equipment to supplement presentations.
  - Established and communicated clear learning objectives and expectations to students.
  - Educated students regarding national and global social issues and influencing factors.
  - Maintained awareness of relevant current events and quickly incorporated study into curriculum.
  - Utilized technology to enhance student education and grasp of materials.
  - Discussed important historical figures, dates and events which helped shape modern world.
  - Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
  - Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
  - Planned and implemented integrated Social Studies lessons to meet Common Core Curriculum Standards.
  - Created lesson plans and made adjustments based on overall class performance throughout year.
  - Encouraged consistent classroom attendance and managed student behavior using constructive criticism.
  - Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition.

- Substitute Teacher**, 08/2008 - 05/2013  
**Grant County Schools** – City, STATE
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
  - Upheld classroom routines to support student environments and maintain consistent schedules.
  - Assist students with reviewing course material and improving comprehension.
  - Maintained day-to-day classroom management and discipline to promote learning initiatives.
  - Kept students on-task with proactive behavior modification and positive reinforcement strategies.
  - Took notes and prepared reports on school day activities to provide to primary teacher.
  - Collaborated with teaching staff to implement coordinated educational strategies and student support networks.

EDUCATION

- No Degree:** General Studies  
**Northern Kentucky University** - Newport, KY
- Bachelor of Arts:** Secondary Social Studies Education, 12/2013  
**Western Governors University** - Salt Lake City, UT
- Associate of Applied Science:** Information Technology, 05/2008  
**Bluegrass Community And Technical College** - Lexington, KY