

ASSISTANT TEACHER

Career Focus

I am looking into changing careers and establishing a career. I have had a wide variety of jobs including summer camp counselor, fitness instructor, visitation specialist, child care, delivery driving, coach, and disaster specialist. I am looking for a full-time position.

Core Qualifications

- CDL A
- Private pilot license
- clean MVR
- computer literate, strong understanding of window's products
- can type 40 wpm
- strong work ethic
- demonstrated ability to inspire and motivate others

Education and Training

Ph.D. : Homeland Security Policy and Coordination Walden University - City , State I finished all course work. Need to do two residencies and finish up dissertation.

2011

Master of Arts : Homeland Security American Military University - City , State GPA: 3.0

2009

Bachelor of Science : Liberal Studies Iowa State University - City , State Member of the ISU Flying Cyclones

Accomplishments

Child Care: I researched and earned a grant that allowed the child care to buy more healthy alternatives to teaching the children about being healthy such as being able to plant a garden and using the food from that garden to provide lunch, and to buy physical education equipment.

Disaster services: I have been able to recruit and train volunteers to respond to national level of disasters. I used time management to oversee volunteers in 18 counties, while being able to dispatch volunteers across the state to respond to local disasters

Work Experience

03/2016 to 05/2016

Assistant teacher Company Name - City , State

- Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Dress children and change diapers.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Organize and store toys and materials to ensure order in activity areas.
- Perform general personnel functions, such as supervision, training, and scheduling.
- Perform housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.
- Read to children and teach them simple painting, drawing, handicrafts, and songs.
- Sanitize toys and play equipment.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.

07/2015 to 02/2016

Delivery Driver Company Name - City , State

- Drive vehicles with capacities under three tons to transport materials to and from specified destinations, such as railroad stations, plants, residences, offices, or within industrial yards.
- Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.
- Load and unload trucks, vans, or automobiles.
- Obey traffic laws and follow established traffic and transportation procedures.
- Present bills and receipts and collect payments for goods delivered or loaded.
- Read maps and follow written or verbal geographic directions.
- Report any mechanical problems encountered with vehicles.
- Turn in receipts and money received from deliveries.
- Verify the contents of inventory loads against shipping papers.

08/2014 to 02/2016

CLUB 66 before and after school teacher Company Name - City , State Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety. • Attend staff meetings, and serve on committees as required. • Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence. • Attend to children's basic needs by feeding them, dressing them, and changing their diapers. • Demonstrate activities to children. • Establish and enforce rules for behavior, and procedures for maintaining order. • Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists. • Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. • Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips. • Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities. • Prepare materials and classrooms for class activities. • Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play. • Read books to entire classes or to small groups. • Serve meals and snacks in accordance with nutritional guidelines.

08/2011 to 09/2013

Disaster Service Specialist Company Name - City , State

- Oversee disaster services for 18 counties
- supervised over 100 volunteers
- recruited and trained volunteers to respond to local and national level disasters
- served as a liaison in the Emergency Operation Center
- administrative work
- office work
- community events

08/2004 to 10/2010

Preschool Teacher Company Name - City , State

- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Demonstrate activities to children.
- Enforce all administration policies and rules governing students.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.

- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
- Meet with other professionals to discuss individual students' needs and progress.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- Prepare materials and classrooms for class activities.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Read books to entire classes or to small groups.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Serve meals and snacks in accordance with nutritional guidelines.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Teach proper eating habits and personal hygiene.

Skills

administrative, arts, basic, Coach, Customer service, Inspect, instruction, inventory, laundry, transport materials, meal prep, personnel, Read, safety, scheduling, shipping, supervision, teaching,