

LEAD TEACHER

Professional Summary

Seeking an Education Coordinator position with a company that will allow me to fully manage curriculum development, coordinate on the job training opportunities, utilize my communication, organizational, and problem solving skills.

Core Qualifications

- Microsoft Office (Word, Outlook, Excel, PowerPoint, Leadership skills
- Publisher, Access) Time management skills
- Teaching Strategies GOLD: Creative Curriculum Verbal communication skills
- CDA-Infants & Toddlers Teaching skills
- Maryland Child Care Credential Certified Daycare Provider
- Classroom management Basic clerical knowledge
- Accomplishments

Experience

01/2014 to 07/2015

Lead Teacher Company Name - City , State

- Consistently received positive feedback from parents.
- Solved severe child behavioral issues in positive and constructive ways.
- Managed classes of up to 9 students.
- Designed 200 weekly lesson plans focused on age and level-appropriate material.
- Administration Answered multiple phone lines, transferred calls to corresponding departments, filed patient records and billed accordingly.
- Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Prepare materials and classrooms for class activities.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- 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.

01/2008 to 01/2014

Teacher Company Name - City

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Prepare materials and classrooms for class activities.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- 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.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Spearheaded Better Together Partnership Program.
- Spearheaded Bright Horizons Foundation.

06/2007 to 08/2007

Security and Property Clerk Company Name - City , State

- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Answer telephones, switch board, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

06/2006 to 08/2006

Office Automation Clerk Company Name - City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Education

2016

Masters of Education : Educational Leadership Concordia University - City , State Educational Leadership

2011

Bachelor of Arts : Sociology University of Maryland Eastern ShorePrincess - City , State Sociology

Skills

arts, Basic, Child Care, clerical, conferences, edit, facsimile, faxing, filing, Goal Setting, instruction, Leadership skills, lesson plans, Lesson Planning, notes, materials, meetings, Access, Excel, Microsoft Office, Outlook, PowerPoint, Publisher, Word, office machines, photocopiers, receptionist, scanners, scanning, spreadsheets, switch, take messages, teacher, Teaching, telephone, telephones, phone, Time management, Type, typewriters, Verbal communication skills, voice mail, workshops