**Donna H. Archer-McCoy**

177-19 135th Street-Springfield Gardens, NY 11434 – [cedtoy@netzero.com](mailto:cedtoy@netzero.com)

Home (718) 525-0076 – Cell: (917) 770-8563

April 21, 2009

My resume is enclosed for your consideration I am interested in a Special Education teaching position with your school. I am currently enrolled in the Master’s program at Touro College in Special/General Education; I hold a Bachelor’s Degree in Human Services from Boricua College. I currently hold an Internship Certificate in Special/General Education and have six years in direct instructional experience.

The resume will highlight my commitment to children, showcase my expertise in differentiate instruction, and demonstrate my communication and leadership skills. Being adaptable and versatile educator, I have enjoyed teaching and working with a diverse group of children, including those with ADD/ADHD, autism, speech impairments, learning disabilities, and physical challenges. These experiences have helped me blossom in to a well-rounded and compassionate individual, who takes each student’s unique goals, needs and interests into account, and create effective lesson plans and activities to accommodate them.

My greatest capability is facilitating all styles of learners. I developed lesson plans to meet the needs of auditory, visual, tactile, and kinesthetic learners. I also incorporate various forms of technology, manipulative, group work, thematic units to teach new concepts and materials. I believe each child have their own special gifts and should receive praise and encouragement, ensuring that he/she remains motivated and does not become frustrated or quit.

I welcome the opportunity to meet with you to discuss how my experience and skills would benefit your academic program. Thank for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Donna H. Archer-McCoy

Enclosure

**Donna H. Archer-McCoy**

177-19 135th Street-Springfield Gardens, NY 11434 – [cedtoy@netzero.com](mailto:cedtoy@netzero.com)

Home (718) 525-0076 – Cell: (917) 770-8563

**OBJECTIVE: OBTAIN A POSITION AS A SPECIAL EDUCATION TEACHER**

**SUMMARY OF QUALIFICATIONS**

Ability to train and motivate as well as active listener

Effective at quickly providing solutions to problems with outstanding decision making skills

***WORK EXPERIENCE***

**10/07 – Present** **BOARD OF EDUCATION** I.S**. 59**

**Teacher** - Instructed Eighth graders with special needs on Math and Science curriculum implementing algebra/physical science to develop and incorporate hands-on material for learning activities and project based learning units. Collaborated with other colleagues an interdisciplinary planning and team teaching with emphasis on Impact and Coach Designs. Implemented Microsoft programs to incorporate student’s use of technology and research methodology into lesson plans.

**08/04 - 09/07** **POCONO MOUNTAIN SCHOOL DISTRICT**

**Teacher** - Create a desirable learning environment reflecting appropriate discipline and supporting the instructional functions. Provide student activity and learning experiences. Use methods to stimulate interest in learning. List various methods to develop concepts to stimulate the learning activity.

**02/00-08/03** **Board of Education I.S. 59**

**Teacher -** Common Branch Math and Science for six graders. Use contemporary issues in science technology and current events to be able to make connections across the curriculum. Implement various strategies such templates and visual aides to help students comprehend standardized Math test through differentiated instruction. Collaborated with other instructors to team teach for students growth in math and science. The students enhance their learning by using math manipulative, and math web sites such as http://www.aaamath.com/B/grade6.htm.

**09/99-02/00 Board of Education I.S. 227**

**Teacher -** Career and Community for 6 and 7 grades. Facilitated weekly visits for students to participate in community service at a daycare centers school vicinity for seventh grade students. This program enhanced the students’ awareness about their community. Lesson plans were incorporated for learning how to communicate in the work world, standards in new teaching ideologies in communication arts, reading and social studies.

**EDUCATION:**

* **TOURO COLLEGE** – obtained an Internship Certificate in Special/Education Grades (5-9)
* **MERCY COLLEGE** – completed 15 graduate credits toward Learning Technology
* **BORICUA COLLEGE** - Bachelor of Science in Human Services - 1999