Erica Beth Smollen

61 Fairview Street

Huntington, NY 11743

(516) 761- 1717

[ebscreativetutor@gmail.com](mailto:ebscreativetutor@gmail.com)

**Objective Statement** – As an experienced substitute teacher, I bring flexibility and versatility to my work, with the ability to pick up materials from anywhere and motivate classes towards success.

**Education and Credentials:**

Masters of Arts in Reading and Literacy, April 22, 2013

Ashford University, Clinton, Iowa (GPA 3.7)

Bachelor of Arts in Sociology, January, 1999

Queens College, City University, NY

Certification: New York State Teaching Assistant, Level 2

New York State Teaching Certification’s- LAST/ATSW/CST in Literacy-Pending

**Teaching Experience:**

# South Huntington School District, NY

September 2011-Present- Substitute Teacher

* Fill in for permanent teachers in a moment’s notice; closely adhere to lesson plans.
* Reinforce skills such as independence, problem solving, and goal setting.
* Work with diverse cultural backgrounds, communicate with teachers, administrators and have a good rapport with students.
* Follow policies and regulations in keeping progress notes and student records, and in making the necessary reports.

# EBS Creative Tutoring, Huntington, NY

September 2008- Present- Tutor

* Provide assistance to students in areas they are weak.
* Write individual tutoring plans in accordance to the individual needs of the student.
* Research and recommend prudent textbooks and learning materials.
* Help ESL students, by going over their lessons word by word.

**Glen Cove High School, Glen Cove, NY**

October 2007-September 2008-Teaching Assistant

* Assisted teachers in developing lesson plans, support materials and activities.
* Provided a warm, accepting environment that promotes learning through all instructional development areas, such as intellectual, physical and social and emotion.
* Performed basic administrative tasks.
* Assumed teachers role in the classroom whenever necessary and attended meetings.

**Hicksville Middle School, Hicksville, NY**

October 2006-September 2007- Teaching Assistant

* Provided instructional and clerical support for classroom teachers, allowing educators more time for lesson plans and teaching.
* Reordered grades, set up equipment, and helped prepare materials for instruction.
* Assisted classroom teachers in maintaining student records.
* Supported class instruction as per teacher requirements-Assisted in creating instructional environment which includes working in groups and individualized activities; single, small and large group activities.