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|  | 🞂Salema Griffith  14-07 116th street  College Point, NY 11356  Phone: 718-813-6294  E-mail: SalemaG72@gmail.com |

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|  | Objectives  To secure a position where I can employ all of my skills and make a positive difference in the lives of children.  Areas of Expertise:   * Applied Behavior Analysis (ABA) * Special Needs Students/IEPs * Curriculum Development * Classroom and Behavior Management * Data Analyst   Related Experience:  ***Special Education Teacher/ABA teacher*** *(December 2012- present)*  Brookville Center for Children Services (AHRC)  Teach children in a 1:1 setting with autism using various ABA techniques such as Discrete Trial Teaching, Verbal Behavior, Incidental and Natural Environment Teaching. Collect, graph and analyze performance data daily. Implement programs according to the student’s IEP. Prepare student’s annual progress reports and quarterly report cards. Manage student’s data notebooks providing intervention to programming when required. Collaborate with other teachers regarding student programming and progress.  *Special Education Teacher* (September 2011– August 2013)  Gersh Academy (West Hempstead, NY 11555)  Efficiently taught students with a classification of autism in an 8:1:1 setting. Successfully modified curriculum according to the needs of the students. Adhered to the students’ IEP goals, as well as the academy’s goals for the students. Managed the classroom diligently and delegated tasks to classroom staff. Effectively communicated with the parent’s on a daily basis. Entered students’ quarterly benchmarks into IEP Direct. Carefully monitored the students’ progress using formal and informal assessments, including Alternate Assessments. Collaborated with the school psychologist in order to design and implement behavior plans for the students. Analyzed and graphed behavioral data.  *Student Teacher* (June 2011 – August 2011)  NYC Bd. Of Education P009Q at 268Q (Jamaica, NY 11435)  Created and taught lessons according to NYS standards on various subjects to 6 children with autism in a 6:1:1 setting. Created and taught lessons according to NYS standards on various subjects to 12 children with autism in a 12:1:1 setting. Efficiently differentiated instruction according to the needs of the students. Managed classroom order successfully.  *Special Education Teacher* (October 2009 – August 2011)  New York Therapy Placement Services (Queens, NY 11356)  Provided additional academic support using the push-in and pull-out method to students within various school districts, as well as administered weekly assessments on targeted subjects. Taught using various ABA techniques such as Discrete Trial Teaching and Natural Environment Teaching. Collected, graphed and analyzed performance data daily. Implemented programs according to the needs of the students. Prepared student’s progress reports.  *Instructor* (June 2002– October 2007)  New York Child Learning Institute (College Point, NY 11356)  Created, modified, and taught individualized programming for elementary children with autism in an 8:4:1 ABA setting. Identified appropriate treatment and education goals for students. Collected, graphed and analyzed performance data to assess effectiveness of instructional procedures. Collaborated with several elementary teachers (from a local private school) in order to work on advancing transitioning skills for 4 of my students.  **Education**  CUNY- York College- Jamaica, NY  *Bachelors of Science in Information Systems Management* (June 1998)  Touro College- New York, NY  *Masters of Science in General and Special Education* (September 2011)  *Credentials-* *Students with Disabilities & Childhood Education, Initial Certificate (Grades 1-6)* |

August 26, 2013

Tutors on Wheels

68-60 Austin Street

 Forest Hills, NY 11375

To Whom It May Concern,

Please consider me an applicant for the Special Education Tutor position that is available. Presently, I am a Special Education Teacher for children with autism at Brookville Center for Children Services.

I am a highly adaptable and versatile instructor, who has enjoyed the opportunity to teach a diverse group of children, including those with Autism, Asperger’s Syndrome, speech impairments, emotional disorders and noncompliant behaviors. I have taught in both the classroom as well as the resource room setting. These experiences have helped me blossom into a well-rounded and compassionate individual who takes each student’s unique goals and interests into account and creates effective lesson plans and activities to accommodate them.

A major strength that I possess is my strong ability to differentiate instruction to meet the needs of the students. I also have strong organizational and interpersonal skills, as well as confidence that I can be a valuable asset to your organization. I feel that my strong background in behavior management and my superb analytical skills will be a great benefit as well.

I would welcome the opportunity to meet with you and look forward to hearing from you in the future. Thank you for your time and consideration.

Sincerely,

Salema Griffith