****

To whom it may Concern,

Allow me to introduce myself. My name is Lorraine Deeb and I am writing in response to your classified posting. A **state** **licensed Special Educator with 20+ years’ experience;** I am currently seeking part time/ full time/ consultant, education opportunities.Professionally, as you will see on the attached resume, my experience has taken me to all sectors and includes children in **both** **special and general education populations**, as well as an **evaluator**. I have also gained extensive experience working with staff and families not only as a teacher, but also through my positions in **Service Coordination** and **Early Intervention Program Coordination and Supervision.**

As an educator who’s a parent of a special needs child, I feel I’ve been able to come into a classroom with an additional prospective on the emotional and developmental needs of my students. This has also been a valuable tool when working with other parents and staff. I place importance on providing a warm, nurturing environment, where students can safely learn through exploration and inquisition. Equally important is structure, limits and consistency to provide safety and optimize learning. In my previous classrooms and with **S.E.I.T. students**, I have used many curriculum approaches, such as Applied Behavior Analysis, Montessori, High Reach, High Scope, Creative Curriculum, and Macmillan Programs

I look forward to speaking with you to learn more about your program and how I might best serve your interests. I can be reached at either (718)491-4996 or (917)755-4758.

Thank you.

Sincerely,

Lorraine Deeb- M.S. Sp.Ed.

**LORRAINE DEEB: MS Sp-Ed** 8823 Colonial Rd.

Brooklyn, N.Y. 11209   
(718)491-4996; (917) 755-4758

**OBJECTIVE**

Seeking a position enabling me to utilize my experience in   
program coordination, supervision, classroom teaching and   
service coordination in a capacity to help service children   
and families.

**EDUCATION**

1992 M.S. Special Education; Long Island University

Concentration: Physically Handicapped

1984 B.A. Sociology, The College of Staten Island,

Concentration: Social Work

**Certifications**

Special Education, New York State (2/92)   
Level I ESL Instructor

**PRESENTATIONS**

*Flatbush East Community Development-Family Daycare Dept. (9/93-*6/94)

**Guest presenter** for workshops, which trained family day   
care providers and staff; topics included: inclusion; health   
and safety awareness, policy, and procedure

**SPECIAL PROJECTS: Developer/ Facilitator:**

Brooklyn **AS/NLD** Parent Network

*(Asperger's Syndrome* / *Neuro-Biological Learning Disorders)* Local caregiver support group and online support

and resource network.

**PROFESSIONAL EXPERIENCE**

2009- Present   
2005 - Present   
2003 - 2005

2002 - 2003

*The Children's Center for Early Learning* **- S.E.I.T.***Manual Therapy Center* **- S.E.I.T**

*The Guild for Exceptional Children* - *Carrie Mastronardi   
Early Learning Center-* **S.E. Classroom Teacher**

*Volunteers* of *America -Staten Island Early   
Learning Center:* **Special Education Independent   
Contractor**

**1**

**LORRAINE DEEB: MS Sp. Ed**

Adapted pre-readiness instruction; sensory- motor integration   
 activities; positioning and feeding; behavior modification;   
 planning and carrying-out I.E.P. goals; assessments; Activities   
 of Daily Living training. Indirect services included: parent   
 training; data collection; collaboration with team members,   
 completion of quarterly progress, reports.

*2000 -2002 Volunteers* of *America- Staten Island Early Learning Center*

**Early Intervention Program Coordinator/ Service   
Coordination Supervisor:**

Responsible for **administration** and **coordination** of a home   
based Early Intervention program serving the birth to three-year-   
old special needs population. Responsibilities included: referrals   
and initial Service Coordination (intakes); **intake evaluations**; billing; data collection and entry; audit preparation; quality assurance; community outreach; recruitment and interviewing of new independent contract teachers and clinicians; **Supervision** of Service Coordinators; periodic formal and informal performance   
evaluations; mediation of staff and case conflicts; meeting   
organization and facilitation; as well as ongoing Service   
Coordination (case management) and family training.

*1998- 2000 T.I.P.S.E (Toddler Infant Program For Special Education)*

**Special Education Teacher:** providing special instruction services   
for developmentally delayed children ages birth to three years as   
per IFSP, providing parent training. **Service Coordinator:**responsible for all aspects of Early Intervention service   
coordination, including: locating appropriate service providers

for all children on caseload; follow-up on services provided;   
 coordinating and attending annual and six month IFSP review   
 meetings; assisting families with needs such as housing, SSI,   
 medical follow-up, transitioning to CPSE.

1996-1998   
1997-1998

*Children At Play*

*The Retberg Child Center*

**Special Education Teacher-Independent Contractor:** provided special education services to individual toddlers

and preschoolers in home-based settings and in inclusive   
 classrooms. Direct services included: adapted pre-readiness   
 instruction; sensory-motor integration activities; behavior   
 modification; **A**pplied **B**ehavior **A**nalysis; planning and   
 carrying-out I.E.P goals; Activities of Daily Living training;

2

**LORRAINE DEEB: MS Sp. Ed**

Indirect services included: parent training; data collection;   
organizing collaboration meetings; activities coordination   
between myself and the classroom teacher.

1991-1996   
1988-1989

*New York Childhood Center*

*N. Y.* C. *Board of Education,* P. S. *205*

**Special Education Teacher:** developed and implemented   
I.E.P. goals and theme based units for student populations,   
which included toddlers and preschoolers ages 2.4 to 4.6,   
early primary ages 4.9 to 8 years, and in a MIS IV ADL   
program; attended C.P.S.E./C.S.E. meetings, conferences,   
impartial hearings; organized student's progress meetings,   
with parents and team members; used tools such as the   
P.L.S., Brigance and Humanics inventories for formal   
assessment and educational intervention planning; used High   
Scope, Carolina, High Reach curriculums, as well as   
Macmillan Educational Programs; implemented a multicultural   
(preschool) curriculum; trained mentally retarded adolescents   
in all facets of ADL .

*9/90-6/91*9/87-6/88

*Immaculate Heart of Mary School: Catholic Diocese of Brooklyn   
Oakdale Academy*

**Early Childhood General Education Teacher:** developed   
and implemented kindergarten and pre-kindergarten   
classroom activities; incorporated **Montessori,** Progressive,   
and Piaget theories and approaches; developed and   
implemented biweekly gym, and movement sessions;   
participated in committees including: science curriculum,   
student/parent handbook; brought special needs awareness   
and sensitization, to students and parents, through puppet   
shows, literature, signing, and exposure.

*8/86-4/87 United Cerebral Palsy of New York City, Inc. -   
Staten Island Day Treatment Center*

**Social Work Case Aid:** case load included both children and   
adults; coordinated and delivered concrete services: intakes;   
funding; equipment orders; updated social histories; client   
liaison; liaison for healthcare, vacation, and travel trip planning,   
as well as day care liaison; participated in case conferences   
and IE.P. meetings.

3

**LORRAINE DEEB: MS Sp. Ed**

OTHER PROFESSIONAL EXPERIENCE

*2/82-6/82 United Cerebral Palsy of New York City, Inc. -   
Staten Island Day Treatment Center   
9/81-2/82 South Beach Psychiatric Center*

Social Work Practica: assisted in social work duties under   
supervision; assisted therapists and teachers in infant   
stimulation program and in classroom activities; assisted in the rehabilitation and socialization of emotionally handicapped adolescents on inpatient status; gained experience in 1: 1 and group counseling.

RELATED EXPERIENCE

*12/84-5/86 Upjohn Health Care Services of Staten Island*

Child Care Worker: provided homecare services to children   
and adolescents with Downs Syndrome and Childhood   
Autism; provided tutoring, ADL training, and parent training

*9/85-5/87 Y.M.C.A. of Greater New York* - *Staten Island*

Counselor - after-school program

Instructor -preschool gym and movement classes

*12/85-5/86 Children's Community Workshop Preschool*

Substitute Teacher - on a per-diem basis

AFFILIATIONS

Council for Exceptional Children

National Association for the Education of Young Children

REFERENCES   
Available upon request

4