To whom it may concern,

I am mindful of applying for the Head Teacher position. I am a professional teacher with a Master of Science degree in General Education and Special Education, grades 1-6, from Touro College. In addition, I am officially New York State certified, and have been finger printed by the Department of Education.

I obtained valuable classroom experience from multiple New York City Montessori Schools. As part of my practicum at Touro College, I completed my student teaching at The Association for Metroarea Autistic Children, Inc., in New York City. This experience has helped me form a prominent teaching philosophy of tending to the neediest child without neglecting the needs of the group. Throughout the years, learning to integrate well in a team environment became very important in demonstrating lessons and instructions.

I am intrigued to discuss this with you in more detail. I am available via phone or email to schedule an appointment for an interview. Thank you for your time and consideration on this matter.

Sincerely,

Rachel Berger

917 363-6115

Email: rachelkberger@gmail.com

**E D U C A T I O N**

**Touro College,** New York, NY

Master of Science in Education and Special Education leading to

New York State professional teacher certification in Education and Special Education:

Childhood, Elementary School, Grades 1-6, GPA 3.1 June 2012

**Center for Montessori Teacher Education,** White Plains, NY

Montessori Early Childhood Certificate Program, June 2006 to present

**Adelphi University**, Garden City, NY

M.B.A. - Major: Business Management, GPA 3.0, August 2000

B.A. - Major: Communication, GPA 3.3 Cum Laude, January 1998

**Fashion Institute of Technology**, New York, NY

A.A.S. -- Major: Fashion Design, Specialization: Children’s wear, May 1996

**WORK EXPERIENCE**

**Private Special Education Tutor** Greatest Tutors, LLC. New York, NY - November 2012 to June 2013

1. Special education Tutor for 5th and 6th grade students at School and in their homes
2. Demonstrated lessons in Math, Reading, Comprehension, and Social Studies

**Substitute Teacher** Bright Horizons Family Solutions, New York, NY - October 2010 to August 2011

1. Taught at seven different Bright Horizon centers in Manhattan Locations: NY Hospital, NY Presbyterian Hospital, Octagon, Roosevelt Island, United Nations, Rockefeller Center, and 20 Pine Street
2. Provided students with required classroom curriculum
3. **Supporting Teacher** Nazareth Nursery Montessori School, New York, NY - October 2009 to June 2010
4. Substituted for head teacher position from January 2010 to June 2010
5. Planned monthly Montessori core curriculum to meet the needs of the students
6. Coordinated classroom lessons with co-teachers and supporting staff
7. Conducted parent teacher meetings and annual evaluations
8. Developed and instructed dance lessons for the International Day fund raiser
9. Designed and created advertisements for the International Day fund raiser

**Paid Intern** Elizabeth Seton Pre-school, New York, NY - August 2007 to June 2008

1. Implementation of Montessori teaching philosophy
2. Refined use of Montessori teaching materials when giving lessons
3. Collaborated in classroom management and lead classroom meetings

**Paid Intern** Riverside Montessori School, New York, NY - August 2006 to June 2007

1. Developed “Georgia O’Keeffe” art curriculum for classroom
2. Use of Montessori teaching materials when giving lessons
3. Disciplined with Montessori teaching methods
4. Supervised behavioral management and directed group meetings

**STUDENT TEACHING**

1. **The Association for Metroarea Autistic Children, Inc**. 25 West 17th Street 10011

September 2011 to December 2011: 200 hour experience in special education, both integrated and inclusive classes, 100 hours 1st grade, and 100 hours 4th grade

1. **PS-166 The Richard Rodgers School of Arts and Technology** 132 West 89 Street 10024

February 2009 to June 2009: 50 hours in general education at grade level K-3rd, and 100 hours in special education at grade level K-1

**PROFESSIONAL DEVELOPMENT/TRAINING**

1. Variety Child Learning Center,Syosset, NY **-** SED Mandated Training in the Needs of Children with Autism - August 2011
2. New York Cares volunteer - July 2011 to present
3. Bright Horizons Family Solutions, Keeping Children Safe: An overview of mandated reporting, positive guidance, and center investigations - January 2011
4. Celebration of Teaching and Learning Conference, New York City - March 2009 to March 2012
5. American Montessori Society Annual Conference, Hyatt of New York City - March 2007

**RELATED HONORS/AWARDS**

1. New York State Teacher Certification Examination: Special Education, Status: Pass

Total Score: 251, Test Date: July 16, 2011

1. New York State Teacher Certification Examination: Multi-Subject, Status: Pass

Total Score: 262, Test Date: June 11, 2011

1. New York State Teacher Certification Examination: Assessment of Teaching Skills-Written,

Status: Pass Total Score: 269, Test Date: July 25, 2009

1. New York State Teacher Certification Examination: Liberal Arts and Science test, Status: Pass

Total Score: 256, Test Date: July 12, 2008

1. Who’s Who Among Students In American Universities And Colleges, 1998 edition

**PRESENTATIONS**

1. Garden City High School -- Garden City, NY (April,1998)

Topic: Entrepreneurship –The Economics of Starting a Business

1. Hillcrest High School -- Queens, NY (February, 1998) Topic: Fashion Design

**C O M P U T E R S K I L L S**

1. MicrosoftWord, Excel, PowerPoint, Adobe Illustrator CS, Adobe Photoshop CS, FileMaker