**Alberto B.C. Moreno II, M.A.**

2375 E. 3rd St., Apt. 6N, Brooklyn, NY 11223

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January 9, 2014

Alberto Moreno II

2375 E. 3rd St.

Apt. 6N

Brooklyn, NY 11223

To the recipient of this letter,

Students need teachers who know what they are doing. Statistics prove this. Students with special needs especially need adults who know what they are doing. Not only have I equipped myself with the tools necessary to excel as a Special Education Tutor, but I bring to the table an attitude of unbridled enthusiasm that can often times be hard to find.

Having received a Master’s Degree in Special Education for Children with Emotional and Behavioral Disabilities, I specialize in meeting the behavioral needs of challenging learners. It takes a great deal of skill and patience guide a child through their academics. Far too often, people who are ill-equipped for the job are charged with managing the most unpredictable population of students in a school, and inevitably, children get damaged. I was trained for this job, and I have only ever worked in urban settings. As the next teacher on your staff, I will use my specialized skills to keep students on the steadfast path to success.

I believe I make a perfect fit for this position. I know how much support some students need in order to be successful and I’m willing to provide that support. My track record reflects my belief in doing work that matters. I anxiously look forward to hearing back from you so I can contribute to the team.

Best regards,

Alberto Moreno II

**Alberto B. C. Moreno II, M.A.**

Special Educator and Behavioral Specialist

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**EDUCATION**

**Master of the Arts in Special Education for Children with Emotional and Behavioral Disabilities** The George Washington University, Washington D.C July 2012

**Bachelors of Arts in Criminology and Criminal Justice** University of Maryland, College Park, MD August 2007

**H.S. Diploma, Science and Technology Magnet Program** Eleanor Roosevelt High School, Greenbelt, MD May 2002 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

**W-L High School- Arlington, Va July 2012- August 2013**

Lead Teacher- Responsible for managing a classroom of high school students with emotional and behavioral disabilities, leading classroom instruction, Co-teaching in integrated classrooms, complying with Virginia State Standards of Learning, managing a case load of students receiving Special Education Services, writing Individualized Education Plans(IEP) and attending IEP meetings, writing Behavioral Intervention Plans, writing unit plans and daily lesson plans, attending weekly Interlude staff meetings, data collection of student behavior, accompanying students to doctor visits, co-teaching, taking part in professional development seminars, crisis intervention, correspondence with parents and correspondence with staff.

**W-L High School- Arlington, Va Aug. 2011- June 2012**

Lead Teacher/Intern/Instructional Assistant- Position Description- Responsible for leading classroom instruction, writing IEP’s and attending IEP meetings, writing unit plans and daily lesson plans, attending weekly Interlude staff meetings, data collection of student behavior, accompanying students to doctor visits, co-teaching, taking part in professional development seminars, crisis intervention, correspondence with parents and correspondence with staff.

**The Pathways Schools- Anne Arundel Pasadena, MD Oct. 2008-June 2010**

Individualized Support Staff- Position Description- Responsible for timely pick-up and safe transport of students throughout the school day (including departure), daily one on one/small group instruction in all required coursework, maintenance of daily and weekly logs of activity, crisis intervention, quarterly input of grades, service to IEP's, daily correspondence with parents, therapists, social workers and employers, lesson-plan preparation, and the administration of medication when necessary. I was responsible for everything a lead teacher is responsible for (and more) other than drafting IEPS and behavioral plans.

**Parkdale High School, Riverdale, MD Oct. 2004-June 2005**

Tutor- Provided one on one tutoring and mentoring to underprivileged and misguided high-school boys. .

**Resident Life- University of Maryland, College Park August 2004-June 2006**

Community Assistant- Position Description- Provided customer support and services as needed to residents of campus housing, ensured adherence by all residents to campus housing policies, maintained campus database of housing information on all on-campus students, managed floor security rounds by Resident Assistants, coordinated building evacuations, managed facilities requests, received and distributed U.S mail and package deliveries, answered phones and handled other administrative duties.

Office Assistant-Position Description- Provided support to the North Campus Community Office; handled a variety of administrative duties such as answered phones, faxed and copied documents, scheduled meetings, made purchase requests, updated databases and decorated hallways.

**Sears Roebuck and Co., Bowie, MD June 2003-August 2004**

Sales Associate- Responsibilities included providing assistance to customers in the Lawn and Garden Department, answering questions regarding tools, lawn care equipment and accessories, fitness and recreational equipment.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATIONS**

NYS Students with Disabilities (Birth- Grade 2) Conditional Initial

NYS Students with Disabilities (Grades 1-6) Conditional Initial

NYS Students with Disabilities (Grades 7-12) Conditional Initial

Virginia State Postgraduate Professional License (Special Education K-12)

Crisis Prevention Intervention certified

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*(References furnished upon request)*