

SAMPLE SPECIAL EDUCATION RESUME - CHRONOLOGICAL FORMAT

Mary L. Sunshine

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Objective

Seeking a Special Education teaching position in an elementary or middle school classroom.
Also interested in coaching volleyball and softball.

Education

Northeastern Illinois University, Chicago, Illinois

Master of Arts in Special Education

Spring, 2012

GPA: 3.79/4.0

Bachelor of Arts in Elementary Education

Spring, 2009

Major: Spanish

GPA: 3.5/4.0

Certifications

Illinois Type 03 Elementary with Middle School endorsement

Illinois Type 10 Special with LBS1 endorsement

Honors

Student Teacher of the Year Award

Kappa Delta Pi Honor Society in Education

Teaching Experience

Student Teacher, 4th Grade Inclusion Classroom

Spring, 2012

James P. Smyth Elementary School, Chicago, Illinois

A diverse urban educational community with a majority Hispanic population.

- Developed and implemented lesson plans adaptable to a diverse group of mainstream and low-incidence special education students.
- Created and facilitated "Music Makes Us Happy," a program integrating music and movement into the elementary classroom to aid in impulse control and concentration skills. Currently used in several regular education and special education classrooms.
- Participated in Open House and parent-teacher conferences.

Clinical Observation Hours, Self-Contained 2nd-3rd Grade Classroom

New Connection Academy, Palatine, Illinois

Fall, 2011

A therapeutic day school serving children with complex emotional, behavioral and learning disabilities, with a focus on experiential teaching methods in conjunction with traditional instruction.

- Observed how to create a safe, comfortable and fun learning environment for low-incidence special needs children.
- Learned how to build instructional materials and procedures consistent with individual learning, needs and behavior.

Teacher, 1st Grade Regular Classroom

2009-2011

Jones Elementary School, Chicago, Illinois

An urban school with a majority African-American student population and a focus on leadership.

- Developed and implemented lesson plans adaptable to divergent learning styles and levels.
- Developed and taught a safety unit and coordinated visits by local public safety representatives.
- Worked with parents to coordinate a behavior plan for one student which decreased the incidence of the target behavior by over 50%.
- Helped to develop Individual Education Plans (IEPs) for three students.
- Member of the Response to Intervention (RTI) team.
- Coached after-school intramural girls' volleyball and softball.

Skills

Computer/Software: Microsoft Office Word, Excel and PowerPoint; Fast ForWord[®] Language Series; DDtrac Special Education Progress Monitoring.

Language: Bilingual Spanish/English.

Music: Proficient in guitar, cello and viola.

Professional Associations

National Association of Special Education Teachers

Illinois Education Association