JILL VELTRIE

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Experience

ECSE Teacher 08/2012 to Present

Mesa Public Schools - Mesa, Az

- Administer tests to help determine children's developmental levels, needs, or potential.
- Arrange indoor or outdoor space to facilitate creative play, motor-skill activities, or safety.
- Attend professional meetings, educational conferences, or teacher training workshops to maintain or improve professional competence.
- Collaborate with other teachers or administrators to develop, evaluate, or revise preschool programs.
- Communicate nonverbally with children to provide them with comfort, encouragement, or positive reinforcement.
- Confer with parents, administrators, testing specialists, social workers, or other professionals to develop individual education plans (IEPs).
- Develop or implement strategies to meet the needs of students with a variety of disabilities.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Maintain accurate and complete student records as required by laws, district policies, or administrative regulations.
- Meet with parents or guardians to discuss their children's progress, advise them on using community resources, or teach skills for dealing with students' impairments.
- Monitor teachers or teacher assistants to ensure adherence to special education program requirements.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Prepare objectives, outlines, or other materials for courses of study, following curriculum guidelines or requirements.
- Attend to children's basic needs by feeding them, dressing them, or changing their diapers.
- Confer with parents, guardians, teachers, counselors, or administrators to resolve students' behavioral or academic problems.
- Coordinate placement of students with special needs into mainstream classes.
- Develop individual educational plans (IEPs) designed to promote students'

educational, physical, or social development.

 Employ special educational strategies or techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, or memory.

Instructional Assistant

10/2008 to 05/2011

Mesa Public Schools - Mesa, Az

- Provide extra assistance to students with special needs, such as non-Englishspeaking students or those with physical and mental disabilities.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Carry out therapeutic regimens such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.
- Assist in bus loading and unloading.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Observe students' performance, and record relevant data to assess progress.
- Participate in teacher-parent conferences regarding students' progress or problems.

Education

Master of Education: Early Childhood Education Northcentral University - Prescott Valley, AZ	May 2013
Teaching Certificate in K-8 Special Education : Special Education for K-8 Rio Salado College East Valley - Tempe, AZ	May 2012
Bachelor of Science: Criminal Justice	May 2005

Bachelor of Science: Criminal Justice Washington State University - Pullman, WA

Portland State University - Portland, OR

I attended WSU from 1993-1996. I did not finish my degree at this time.