

KAITLYN GRUNDY

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Education

Bachelor of Arts

May 2014

Majors: History and English

Minor: Secondary Education, Asian Studies, and Classics

Randolph-Macon College, Ashland, VA

GPA: 3.34

Study Abroad

Music; Film Music in Japan – Sendai, Hiroshima, Kyoto and Tokyo, Japan

January 2014

University College Cork, Cork, Ireland

August - December 2013

History; Tokyo Past and Present; Religion; Religions of Japan – Kyoto and Tokyo, Japan

January 2013

Political Science; Major Governments of Western Europe – London, Paris, Berlin, Brussels

January 2012

Teaching Experience

Substitute Teaching – Per Diem

Source4Teachers (Various Secondary Positions), Bucks County, PA

February 2015 – Present

- Maintained a safe environment where students could learn while their teacher was absent
- Provided instruction of the day(s) lesson material
- Kept students on track with their work while answering any questions I could
- Followed teacher's lesson plan, but sometimes deviated where necessary
- Filled in for other teachers during plan or helped in the library

Central Bucks School District (Various Secondary Positions), Bucks County, PA

February 2015 – Present

- Maintained a safe environment where students could learn while their teacher was absent
- Provided instruction of the day(s) lesson material
- Kept students on track with their work while answering any questions I could
- Followed teacher's lesson plan, but sometimes deviated where necessary
- Filled in for other teachers during plan or helped in the library
- Volunteered for after-school Reading Olympics Competition in April for Tohickon Middle School as well as several Elementary level competitions.

Student Teaching

Oak Knoll Middle School (Seventh Grade, History), Mechanicsville, VA

Spring 2014

- Worked with an experienced teacher in order to develop skills and understanding of the teaching field
- Created lesson plans aligned with Virginia Standards of Learning
- Delivered, adapted, and differentiated instruction to meet all students needs including those with IEPs
- Worked alongside a collaborative teacher in a collab classroom setting in order to meet students' needs
- Made the lessons more interesting by using personal experience to expand students' knowledge and understanding
- Incorporated technology into lesson plans
- Professional Development with faculty and team meetings

Field Observation

Stonewall Jackson Middle School, Mechanicsville, VA

Fall 2012

- Observed classroom management, lesson development, application of Virginia's Standards of Learning, and interactive learning with an experienced teacher to develop an understanding of the teaching field.
- Worked within an enclosed classroom with an experienced teacher to develop skills and understanding of working with students with special needs.

- Chickahominy Middle School, Mechanicsville, VA Fall 2011
- Observed classroom management, lesson development, application of Virginia's Standards of Learning, and interactive learning with an experienced teacher to develop an understanding of the teaching field.
 - Created a lesson plan aligned with Virginia Standards of Learning of US History II.
- Atlee High School, Mechanicsville, VA Fall 2010
- Observed classroom management, lesson development, application of Virginia's Standards of Learning, and interactive learning with an experienced teacher to develop an understanding of the teaching field.
 - Created a lesson plan aligned with Virginia Standards of Learning of 11th Grade English.

Volunteer

- Saint Cyril's Preparatory Program, Jamison, PA September 2005 – Present
- 2005 – 2009: Worked as a teacher's aide in 1st, 2nd, and 6th grade classrooms helping to manage the classroom and deliver lessons in religious studies.
 - 2014/15: Worked as a second teacher within the classroom helping students understand the lessons and giving students additional background information to make the material easier to understand and more interesting. Also delivered lessons when main teacher was out.

Additional Experience

- Part-Time Sales, Payless in Doylestown, PA* September 2014 – Present
Hostess, Ruby Tuesday in Ashland, VA September 2012 – May 2013
Paper Carrier, Philadelphia Intelligencer, PA January 2004 – June 2006

Honors, Leadership, and Involvement

- Habitat for Humanity September 2010 – Present
 Education and Advocacy Chair Fall 2012 – Spring 2013
 Alternative Spring Break (Ft. Lauderdale, FL; Albany, GA; Sumter, SC) Spring 2010, 2012, 2013
 Sigma Tao Delta (National English Honor Society) Fall 2011 – Present
 Phi Alpha Theta (National History Honor Society) Spring 2012 – Present
 RM-C Award (Academic Scholarship) Fall 2009 – Spring 2014
 RM-C Trustee's Award (Academic Scholarship) Fall 2009 – Spring 2013
 RM-C Coke & Adele Sheffey Award (History Academic Scholarship) Fall 2011 – Spring 2013
 Saint Timothy's Youth Award for Outstanding Leadership and Service Spring 2009

Relevant Skills

- Certified by American Red Cross in CPR/AED and standard first aid
- Proficient in Microsoft Office; working knowledge of PowerSchool, Blackboard, and Moodle
- 21st century learning techniques and framework
- Use Personal Experiences to engage students in their learning
- Use Vimeo, Youtube, Animoto, and other online resources to expand learning
- Additional Minors in Asian Studies and Classic Studies
- Dedicated
- Determined
- Creative
- Open to Advice and Improvement
- Innovative
- Inquisitive of New Ways of Learning and Professional Improvement