

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

Professional Teaching

Archdiocese of Philadelphia, St. Ignatius of Antioch School, Yardley, PA

School Year 2016-2017

8th Grade Homeroom & Religion, 8th & 7th Grade Social Studies and ELA

- Maintaining a safe learning environment for the students to learn, creating lesson plans for each subject, and scaffolding based on learning ability
- Coordinating 8th Grade Graduation and High School Application process with help of administration
- Participating in School sponsored functions and in school service, co-leading Reading Olympics teams, cooperating with fellow educators to expand the students learning.
- Proctoring Terra Nova standardized testing
- Worked in a 1:1 Google Chromebook Classroom; utilizing Google Tools such as Classroom, Docs, Sheets, Slides, Draw, and others within the classroom setting to enhance student's learning
- Taught students MLA skills needed for the high school setting such as bibliographies and in text citations.

Substitute Teaching

Log College Middle School (Building Substitute), Warminster, PA

Spring 2016

- Maintaining a safe learning environment for the students while their teacher was absent
- Working with students with special needs to help them better understand their learning
- Being available to help wherever needed within the building
- Helping with proctoring the PSSA (state standardize tests) testing
- Working with the Librarian and managing the Destiny catalog program

Pennsbury High School West (Social Studies Long Term), Fairless Hills, PA

Sept. 18th – October 2nd 2015

- Developed and gave lessons and tests to students
- Graded assignments and tests
- Worked with Para and Spec. Edu. Teachers to provide the best support for student learning.
- Established classroom management and procedures with the students

PerDiem Substitute

Source4Teachers (Various Secondary Positions), Bucks County, PA

February 2015 – Present

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

February 2015 – Present

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 and worked with
- Professional Development with faculty and team meetings

Field Observation

- 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 lesson plans aligned with the Virginia Standards of Learning in 7th Grade US History and 11th Grade English.
- Worked within an enclosed classroom with an experienced teacher to develop skills and understanding of working with students with special needs.

Stonewall Jackson Middle School, Mechanicsville, VA

Fall 2012

Chickahominy Middle School, Mechanicsville, VA

Fall 2011

Atlee High School, Mechanicsville, VA

Fall 2010

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-Present: 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 and communicated with parents about student's work.

Additional Experience

Part-Time Sales, Payless in Doylestown, PA

September 2014 – September 2016

Hostess, Ruby Tuesday in Ashland, VA

September 2012 – May 2013

Honors, Leadership, and Involvement

Habitat for Humanity (Alternative Spring Break, Builds, Fundraisers)

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 Tau Delta (National English Honor Society)

Fall 2011 – Present

Phi Alpha Theta (National History Honor Society)

Spring 2012 – Present

Various Academic Scholarships (Randolph-Macon College)

Fall 2009 – Spring 2014

Saint Timothy's Youth Award for Outstanding Leadership and Service

Spring 2009

Relevant Skills

- Proficient in Microsoft Office; working knowledge of PowerSchool, Blackboard, Moodle, and Skyward programs
- 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 and Determined
- Creative and Innovative
- Inquisitive of New Ways of Learning and Professional Improvement