

Caitlin Byko

4934 Oxford Court Bensalem, PA 19020

215-962-1189

Cbyko14@gmail.com

OBJECTIVE

To obtain a teaching position in Special Education, primarily in the Autism Spectrum Disorders field, where I can provide effective instruction to students with disabilities.

EDUCATION

LaSalle University, Philadelphia, PA

January 2015

Masters of Arts in Education

GPA – 4.0

Endorsement in Autism Spectrum Disorders

Bloomsburg University, Bloomsburg, PA

December 2005

Bachelor of Science in Special Education

GPA – 3.46

PA Teachers Certification – Instructional I -Cognitive, Behavior, Physical & Health Disabilities, Grades PK-12

TEACHING EXPERIENCE

The Timothy School, Berwyn, PA

Fall 2014

Teacher Observation – Elementary-Middle School Autistic Support Classroom

- Observed communication strategies utilized within autistic support classrooms in varying grade levels
- Identified ways in which to utilize individualized work schedules for students
- Witnessed co-teaching and collaboration strategies among the classroom staff
- Observed transition strategies implemented to guide students from varying activities
- Observed strategies such as wait-time, modeling and repetition to encourage student communication and participation
- Gained knowledge regarding the importance of individualized support and services for students, systematic instruction, understandable and structured environments, specialized curriculum content, and functional approaches to problem behaviors

Herbert Hoover Elementary School, Langhorne, PA

Spring 2014

Lesson Teacher – Elementary Autistic Support Classroom

- Responsible for teaching lessons to students in grade levels from second to fifth grade
- Developed and implemented academically appropriate lessons that included set inductions, teacher guided instruction and closure activities.
- Utilized instructional planning strategies such as establishing content priorities and considering organizational patterns
- Developed and implemented instructional teaching strategies such as graphic organizers, convergent and divergent questioning, prompting and probing and cooperative learning

Autism Cares Foundation, Bucks County, PA

Spring 2014

Teacher Observation – I-Pad Enrichment and Community Outreach Programs

- Observed students outside the classroom in a FitLife Physical Fitness Program and an I-pad Enrichment Program, demonstrating skills that were academic, functional as well as recreational.
- Engaged with students with autism in activities such as structured play, physical fitness and I-pad programs and games
- Gained knowledge regarding the importance of family involvement outside the school setting

Central Columbia Middle School, Bloomsburg, PA

Student Teacher – Middle school life-skills classroom

- Responsible for grade levels fifth to eighth grade
- Taught functional academics, community based training activities, and daily living skills
- Established and implemented a "Food Groups" unit topic to raise awareness of healthy eating habits
- Produced an incentive management program related to unit topic
- Developed an IEP as well as attended an IEP meeting for a student in the classroom
- Created a variety of teaching devices to enhance student learning

Mulberry Street Elementary School – Berwick, PA***Student Teacher– Elementary learning support classroom***

- Teaching responsibility for grade levels ranging from second to fifth grade in the academic areas of reading, spelling, English, and math
- Implemented a two-week “Narratives” unit to improve students’ skills and abilities to write a narrative paragraph
- Developed a management program to improve a student’s on-task behaviors
- Taught spelling lessons in a seventh grade learning support classroom

RELATED EXPERIENCE

VIIAD – Langhorne, PA**Aug 2008-Present*****Account Management Specialist***

- Implement & maintain over 20 customer accounts varying in size and need
- Create & manage client documentation both electronic and hard files
- Establish business relationships with clients and office colleagues with diverse backgrounds and educational levels
- Collaborate with multiple departments to manage client’s requests
- Train new and existing employees in a variety of account management systems
- Create & manage intern work schedules & projects
- Assist multiple departments to maintain productivity in customizing individualized client portals
- Work in a high paced office which requires multitasking, making management decisions and quickly change directions when required
- Customer service oriented to understand clients’ needs, and communicate those needs to colleagues resulting in a customized end product

Spirit in Motion Ballet Theater**1998-2013*****Dance Teacher***

- Instructed children of different age levels, education levels, including children with intellectual disabilities
- Tailored routines and instructions to ensure those with intellectual disabilities could comprehend and actively participate in performances and class
- Assisted in scheduling rehearsals, practices and performances for over 200 students
- Created and choreographed routines for multiple dance styles at varying age levels
- Managed communication between the studio, parents and the students