Donna Cooke

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MIDDLE/HIGH SCHOOL ENGLISH TEACHER

Dedicated teaching professional, who is committed to providing a fun, well-rounded and safe classroom. Proficient at customizing lesson plans according to student needs. Excellent at providing instruction to at-risk and special needs students. Utilizes differentiated instruction while following state standards. Proven track record in student achievement. Tailor curriculum to provide multi-cultural and diverse experiences for all students.

Literature Based Programs- Reading Strategies- Creative Lesson Plans- Individualized Education Plans-

Classroom Management- Curriculum Development

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**TEACHING EXPERIENCE**

**Brother Rousseau Academy- Philadelphia, PA 2/2010- Present**

**Middle School Teacher**

* Create curriculum for middle school students with special needs and learning disabilities.
* Maintain an inclusion based classroom.
* Responsible for Language Arts, Social Studies, Mathematics, Art and Physical Education for students 10-15 years of age.
* Mediate conflict resolution between students to create a safe and Sanctuary modeled program.
* Attend IEP and ISP meetings as required and follow all IEP recommendations.
* Assist Special Education Coordinator with testing, grades and behavior modification reports.

**Saint Gabriel’s Hall- Audubon, Pa 8/1998- 6/2000**

**Middle/ High School Teacher**

* Utilized to assist director of Mitchell Program in creation of curriculum and discipline policy.
* Supervised two teachers and three paraprofessionals to ensure that proper procedures were being followed.
* Taught English and History.
* Assisted in GED tutoring for students 16 and above.
* Arranged educational trips for student population.

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**RELEVANT PROFESSIONAL EXPERIENCE**

**Pennsylvania Board of State Parole- Philadelphia, PA 10/21/2006- 8/2010**

**Case Manager**

* Member of Parolee Education Initiative that implemented GED programs for ex-offenders.
* Responsible for proper documentation of individual cases, court letter, arrest and counseling of client base.
* Trained new hires in time management, proper client relations and crisis intervention.
* Responsibilities included enrolling clients into appropriates school/ vocational programs, providing resources to families, and offering treatments such as mental health and drug and alcohol.

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**EDUCATION**

**Saint Joseph’s University- Philadelphia, PA 1/2014- Present**

**Graduate Studies- Special Education**

**Saint Joseph’s University – Philadelphia, PA Graduated: 2005**

**Masters of Science**

**Criminal Justice**

**Temple University- Philadelphia, PA Graduated: 1997**

**B.S. Secondary English Education**

**Level I Teaching Certificate**

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**CONTINUING EDUCATION**

2010- 21st Century Classroom Strategies

2010- ESL: Tools and Strategies

2100- Writing Across the Curriculum

References available upon request