Aretha M. Brown

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**Summary of skills**

* Insightful knowledge of this field and ability to assimilate the skills for efficient results
* Admirable communication and written skills
* Ability to collect the material and translate it for more effective lesson planning
* Ability to advise the students on their academic concerns
* Good organizational skills and problem solving attitude
* Highly skilled in doing research and having an analytical approach
* Ability to grasp new concepts in less time as well as a capacity to tackle with the student related issues

**Educational Qualification**

* *Master of Education* - Multicultural Education – Eastern University, St. Davids, PA 2010
* *Bachelor of Arts* - Deviant Behavior and Social Control – John Jay College, NY, NY 2001
* *Consolidated School of Business* – Legal Office Specialist – York, PA 1991

**Work Experience**

**The School District of the City of York – York PA** 2005 - 2015

**Teacher/Co-Teacher/Teacher’s Aide**

* Wrote and delivered lessons, as well as support, observed and recorded the progress of class
* Presented and followed adapted lessons according to student’s IEP
* Provided one-to-one and non-instructional responsibilities if necessary and submitted daily reports
* Successfully supervised all activities, and managed behaviors to maintain the well-being of all students
* Reviewed and implemented the goals of comprehensible reports and offered feedback to teachers, parents and related personnel
* Communicated with parents to promote understanding of their child’s growth

**Children’s Home of York** 2004 – 2005

**Youth Counselor/Shift Coordinator**

* Monitored and maintained the well-being of residents in a therapeutic placement facility
* Counseled residents in group setting or one-on-one
* Transported and accompanied residents on field trips or appointments
* Supervised and assigned the above duties to additional youth counselors

**York County Probation/Parole** 2003

**Victim Restitution Officer**

* Managed a large caseload monitoring offenders’ reporting and payment history
* Investigated and verified information with personnel and other related agencies
* Conducted victim impact classes and administrative hearings
* Maintained chronological records, and compiled information for violation reports

**Membership:**  National Council for the Social Studies 2012