**Lee Ann Gera**

**31 Foster Avenue**

**Freeland PA 18224**

**Home 570-636-3939 Cell 570-233-6513**

**gerainc@verizon.net**

**Objective:**

To obtain a teaching position to inspire students and to support their academic and social development.

**Education:**

Wilkes University

PO Box 111 Wilkes Barre PA 18766

Bachelor Degree: Elementary Education

**Major:** Elementary Education **Minor:** Psychology

Pennsylvania State Certification – Elementary Education K-6

Luzerne County Community College

1333 South Prospect Road

Nanticoke PA 18634

**Major:** Elementary Education

Freeland High School (HASD)

Administrative Office

1515 West 23rd Street Hazleton PA 18201

Degree awarded: 1988

**Major**: Business

**Honors:**

Graduated Cum Laude - Wilkes University

President’s List – Luzerne County Community College

Phi Thetta Kappa – International Honor Society – Luzerne County Comm. College

**Employment**

**MTC – Keystone Job Corps – Drums, PA 18221 – December 23, 2013 to Present Driver’s Education Teacher/Math/Business Information and Technology Instructor/**

**Driver’s Education Teacher**

* Responsible for making sure the students have the required 30 hours of in-classroom theory instruction prior to them going to take their permit test at the Driver’s Licensing Center.
* Created a structured curriculum and designed assessments.
* Adapt assessments for diverse learners and ELL students
* Tutoring students, one-on-one, on an as needed basis.

**Math**

* Responsible for recognizing student’s strengths and weaknesses in basic arithmetic.
* Responsible for developing curriculum around the students understanding of basic math.
* Responsible for teaching and creating a firm foundation for the students understanding concepts of multiplication, division, decimals, percents, and fractions.

**Business Information and Technology Instructor**

* Teaching students how to retrieve information within a website and making sure the students know and understand trusted websites such as .org, .edu., .gov
* Teaching students how to create a document in Microsoft Word using the tools to make revisions.
* Teaching students how to create a Power Point presentation using the different backgrounds and animations.
* Teaching typing to diverse learner’s and ELL students.

**MTC – Keystone Job Corps – Drums, PA 18221 – Sept 2010 to December 22, 2013**

**Substitute Teacher/Career Prep Teacher**

* **Career Preparation**-Responsibilities include welcoming students into the Job Corp; introducing them to the surrounding area; prepping them on establishing their Resumes and Cover Letters, and public speaking. Guide them through the process of how the Job Corps works and what the Job Corps can offer them. Helping the students establish an interest of a trade.
* Substitute in all academic areas - Reading, Math, ESL, and GED.
* Prep/Tutor students to succeed on the TABE Test. (Testing for Adult Basic Education)
* Assist Vice Principal with reviewing current IEP’s for new students entering the Job Corp. Making sure new students with the IEP’s are provided with the necessary accommodations.

**Hazleton Area School District Hazleton, PA 18202 – 2008 - 2013**

**Substitute Teacher –**

* Substituted at various schools and grade levels within the Hazleton Area School District.

**Hazleton Area School District Hazleton PA 18202**

**2008/2009 – 2009/2010**

**EAP Tutor**

* 7th and 8th grade. Provided small group interventions for Reading and Math.
* Provided progress data records on each student.

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**MMI Preparatory School Freeland, PA 18224 – 4/2010 – 2013 – Substitute Teacher**

* Substituted at various grade levels and academic areas such as Latin, Greek, Art, and Computer Science. Assisted in areas where needed.

**L & G’s Notary Freeland, Pennsylvania 18224 – 2000 to Present**

**Full Agent for the State of Pennsylvania**

* Transfer Pennsylvania vehicle titles and out of state titles and issue license plates/registrations
* Notarize legal documents for citizens of Pennsylvania
* Notarize legal documents for the Freeland Police Dept., Freeland Borough, and Foster Township

**Gera’s, Inc. Freeland, Pennsylvania 18224 – 2000 to Present**

* Responsible for scheduling daily appointments.
* In charge of Accounts Payable and Receivable.
* Responsible for timely filing of Payroll taxes as well as preparing weekly payroll checks.
* Responsible for performing Emissions Inspections and keeping Emission records for each vehicle.

**Community Service**

Foster Township Auditor

Foster Township Recreation Board – Chairperson

Religious Education Instructor – St. Mary’s Byz. Catholic Church

**Professional Affiliations**

National Education Association (NEA)

Pennsylvania State Education Association (PSEA)

Pennsylvania Association of Notaries (PAN)

Pennsylvania Assoc. Safety Education (PASE)

**Continuing Professional Education**

**Luzerne Intermediate Unit:**

Kid’s University Assessment

School Profile Training

Non-Violent Crisis Intervention Training

**Marywood University**

Art Symposium – In End of Life

He Doesn’t Vanish – Seminar in reference to children from of abusive families

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**References**

Mr. Steve Saive, Vice Principal

Keystone Job Corps

235 West Foothills Drive

Drums PA 18222

(570) 708-0453 (School)

Mr. Thomas Hood, President

MMI Preparatory School

154 Centre Street

Freeland PA 18224

(570) 636-1108

Mr. Robert Ritz, Assistant Vice Principal

Hazleton Area School District

1515 West 23rd Street

Hazle Township PA 18202

(570) 459-3221 x – 81504

Dr. Deb Carr

Director, Graduate C & I Programs

Assistant Professor of Education

King’s College

133 N. River Street

Wilkes Barre PA 18711

Office – 570-208-5900 x – 5448

Cell – 570-956-8227

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