Michele Elchisak

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# Profile

# Talented and personable special education professional. Offering demonstrated ability to teach special education and elementary students of different socioeconomic backgrounds with diverse needs, enhance their academic and general performance and make them an integral part of society. Team player well practiced in collaborating with parents and teachers.

# Education

Bloomsburg University of Pennsylvania May 2012

**Master of Science in Exceptionalities**  GPA **3.85**

Dual Major: **Elementary K-6 and Special Education N-12**

East Stroudsburg University of Pennsylvania December 1993

**Bachelor of Science in Community Health Education**

# Skills & Abilities

Strong skills with E-schoolbook, CSIU, Microsoft Word, PowerPoint, SMART Board, Excel, IEP Writer, Saxon Math, Aimsweb Progress Monitoring Tools, comprehensive knowledge of age-appropriate activities, excellent ability to communicate effectively with students and parents, strong decision making abilities, exceptional problem solving skills, superior interpersonal skills, demonstrate resourcefulness in all areas

# Experience

**North Schuylkill Junior/Senior High School**

**Long Term Substitute Special Education Teacher August 2016 – June 2017**

* **Transition Teacher**
* **Itinerant Learning Support Teacher**
  + Provided direct instruction in post-secondary options to students with disabilities
  + Actively supported teaching professionals on effective work strategies with Special Needs students, maintaining a strong focus on learners with ADHD and severe emotional disabilities.
  + Provided direct instruction in post-secondary options to students with disabilities
  + Encouraged students to persevere with challenging tasks
  + Established positive relationships with students, parents, fellow teachers, and school administrators.
  + Worked outside normal hours to be available to answer parent and student questions
  + Differentiated instruction according to student need and skill level
  + Scheduled and held IEP meetings to meet compliance guidelines and keep parents up to date on the students’ progress; organized Transition Planning meetings to implement movement to adult services for students of transition age
  + Facilitated cooperative learning, provide opportunities to interact with peers to form friendships and support networks
  + Demonstrated a consistent method of assessing student growth via the use of clear criteria congruent with student goals
* **Schuylkill County ACHIEVE**
* Prepare, lead and participate in assigned after school activities
* Engage children in a positive, enthusiastic manner while demonstrating innovative ways to present academic material
* Aware of 21st CCLC grant guidelines and Schuylkill ACHIEVE program goals, mission, and requirements

**Source for Teachers**

**Long Term Substitute, Day to Day Substitute February 2016-August 2016**

* Provided instruction in special and general education classrooms, pre-kindergarten through high school
* Maintained a positive learning environment by implementing behavioral management strategies

**Agora Cyber Charter School**

**Special Education Teacher - High School August 2012-February 2016**

* Orient students to course and communicate course requirements in a virtual environment
* Maintain regular office hours and conduct instructional and remediation sessions
* Organize and administer PA PSSA testing and Keystone Testing
* Tracks and records student progress, achievement and attendance, grade student work and maintain grade book
* Individualize instruction to help each student master PA state standards, prepare students for state required testing
* Communicate high expectations and maintain a relentless role in ensuring student success
* Build meaningful relationships online and face to face in order to facilitate a positive climate by conducting orientation and attending school wide community events
* Alert administrators to any concerns about student performance and progress, complete Quarterly Progress Reports for students
* Develop IEP, revisions, and attend IEP meetings as required, conduct TEP meetings with students, families, and staff per school policy
* Maintains compliance of all documents for class roster (IEPs, RRs/ERs, NOREP, etc.)

**Guest Teacher 2009-2012 School Years grades K-12 September 2009- June 2010**

* Provided instruction in special and general education classrooms, pre-kindergarten through high school
* Maintained a positive learning environment by implementing behavioral management strategies

***Student Teaching***

**Fourth Grade Classroom**

**North Schuylkill Elementary School, Ashland, PA January-March 2012**

* Accepted teaching responsibility for two classes in mathematics, social studies, spelling, and vocabulary
* Taught lessons in a large and small group instruction setting
* Designed and modified tests to assess student performance at all levels
* Implemented a variety of teaching methods to assist students with special needs
* Utilized computer technology to enhance lesson plans and student learning

**Secondary Education Classroom**

**Pottsville Area High School, Pottsville, PA March-May 2012**

* Co-taught six social studies classes in an inclusive classroom
* Differentiated and adapted curriculum materials for students
* Established a behavioral management program; earning student preferred incentives
* Created effective and conducive teaching/learning environment utilizing differentiated instruction for all students

***Practicum***

* Shenandoah Valley Elementary School – Life Skills
* Columbia-Montour Vo-tech- Summer School Algebra Class
* Bloomsburg Memorial Elementary School – Afterschool tutoring program
* Mahanoy Area Middle School –Emotional Support

# Related Experience

**Bloomsburg University of Pennsylvania**

**Graduate Assistant January 2010-December 2011**

* Assisted Exceptionalities Department faculty with research, grading assignments, scheduling field experiences for students, posting grades on BOLT, and other duties as assigned
* Lab Technician in department computer lab: responsible for providing tech support to students, workstations (desktop and laptop computers), peripheral devices (printers, scanners, etc.)

**Extendicare, Broad Mountain Nursing**

* **Admissions Team Member January 2001 - June 2009**
* **Activity Director July 2004 - June 2009**
* **Director of Social Service January 2001 - July 2004**
* Receive referrals and complete admission paperwork for each new resident
* Marketing facility services to families, community, and other healthcare networks
* Planning and implementation of therapeutic recreation for a 129 bed facility
* Keeping department in compliance with state and federal regulations
* Assessing and coordinating with therapy department and physician regarding discharge planning
* Formulated a comprehensive plan of care which addressed the problems, needs, and concerns of each resident and document the progress of goals quarterly or as needed
* Organized and lead Behavior Management team meetings

**Access Services**

**Supports Coordinator July 1997 - January 2001**

* Supervise approximately 25 in-home staff for individuals with special needs and their families
* Interview and hire staff, coordinate schedules, review time sheets and other documentation, develop care plans and monitor progress of goals

# Activities

**North Schuylkill Jr/Sr. High School 2016-2017 School Year**

* Assisted Athletic Director with duties at North Schuylkill football games and track meets

**Girls Shenandoah Youth Soccer Association 2008-2014 Seasons**

* **Assistant Soccer Coach**