

ALEXANDRA MINER

OCT, 692436
B.Ed, J/I, 2018
BAH (DRED), 2016

12833 Lemire St. Tecumseh, Ontario N8N 4W1 (519) 903-1145 minerallie@gmail.com

Michael Wilcox
John McGivney Children's Centre School Authority
3945 Matchette Road
Windsor, ON N9C 4C2

April 2, 2024

Dear Mr. Wilcox,

As an educator who is deeply committed to fostering an equitable learning environment, I am eager to contribute to your multidisciplinary team as an Occasional Teacher. With a focus on supporting students with diverse learning and motivational needs, I am particularly drawn to the unique challenges and opportunities that arise in schools dedicated to providing specialized education alongside rehabilitation and treatment services.

Throughout my career, I have embraced the importance of individualized support and meaningful engagement for all students. My experiences supporting people with exceptionalities, including roles at Community Living, Autism Services Inc., and the Windsor Essex Catholic District School Board has equipped me with tools and insight into creating and implementing Individualized Education Plans tailored to meet the unique needs of each student. These experiences have reinforced my belief that child-centered and inclusive education is imperative in providing students with their fundamental right to quality education.

Currently, I am contributing to the educational community as an occasional teacher with the Windsor Essex Catholic District School Board. I was grateful to teach a determined student living with physical and developmental needs during a long-term assignment. My experience with this student refined my methods, focusing on ensuring students could access the curriculum meaningfully and recognize their integral role in our classroom community. Overall, this role provided me with valuable insights into the educational landscape of our community, revealing the critical need for inclusivity and equity in educational programs to ensure all students can thrive.

Thank you for considering my application. I am excited about the possibility of contributing to the continued success and growth of John McGivney Children's Centre School Authority. I look forward to the opportunity to discuss how my experiences and skills align with the needs of your school community.

Respectfully,

Allie Miner

Alexandra Miner
(519) 903-1145

ALEXANDRA MINER

OCT, 692436
B.Ed, J/I, 2018
BAH (Drama Ed.), 2016

12833 Lemire St. Tecumseh, Ontario N8N 4W1 Tel: (519) 903-1145 Email: minerallie@gmail.com

WORK EXPERIENCE

Windsor Essex Catholic District School Board

<u>Occasional Teacher</u>	December 2021- Present
<u>LTA, St. Teresa, Grade 5</u>	2024
<u>LTA, St. Gabriel, Grade 8</u>	2022-23
<u>OFIP, Tutoring, Immaculate Conception</u>	2021-22

Autism Services Incorporated Summer Program

<u>Supervisor</u>	2023
<u>Support Worker</u>	2009-17, 22

Learning Disability Association of Windsor-Essex

<u>Assistive Technology Trainer</u>	2020
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Windsor Essex Catholic District School Board

<u>Emergency Educational Assistant</u>	2016-18, 2020
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Sudbury Catholic District School Board

<u>Occasional Teacher</u>	2018-20
<u>LTA, St. Charles, Primary Prep Teacher</u>	2019

Community Living Windsor

<u>Support Worker</u>	2015
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CERTIFICATION AND PROFESSIONAL DEVELOPMENT

Additional Qualification Course

<u>Primary Division- Additional Basic Qualification</u>	Enrolled
<u>Special Education, Part 1</u>	2023

OECTA Professional Development Webinars

<u>Literacy Institute "The Front Matters"</u>	2023
<u>Mirrors, Windows, and Sliding Glass Doors: How to be a Responsive Educator</u>	
<u>Creating a Trauma Informed Approach within the Classroom, Grades K-8</u>	

Udacity

<u>What is Programming?</u>	2022
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United Way

<u>Certificate of Leadership for Living on the Edge of Poverty Simulation</u>	2017
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VOLUNTEER EXPERIENCE

Bulimia Anorexia Nervosa Association <u>Social Media Creator</u>	2023-Present
St. Gabriel Elementary School <u>After School Support</u> <u>Track and Field Coach</u> <u>Graduation Emcee</u>	2023
Astro STEM Labs <u>Drama Teacher</u> <u>Diversity, Equity, and Inclusion Presenter</u>	2020-2022
St. James Elementary School <u>Literacy Groups</u> <u>Back on Track Room: Homework Help</u>	2020, 2011/12
Hotel Dieu Grace Hospital <u>Physiotherapy Support</u>	2011
Windsor SOUP: Autism Services Inc. <u>Registered ASI for fundraising event</u>	2015

REFERENCES

<u>Sean Crawford</u> Autism Services Incorporated Co-Director	(519) 996-6991 sean.crawford@publicboard.ca
<u>Bob Flanagan</u> Windsor Essex Catholic District School Board Principal	(519) 969-3230 bob_flanagan@wecdsb.on.ca
<u>Michelle Brabant</u> Windsor Essex Catholic District School Board Vice- Principal	(519) 948-9122 michelle_brabant@wecdsb.on.ca



3640 Wells Street, Windsor, ON N9C 1T9 (519) 966-7283 FAX (519) 966-0301
E-mail: autism@mnsi.net Website: www.autismservicesinc.com

To Whom This May Concern,

I am writing this letter in support of Allie Miner as a candidate for the JMCC school authority. I have had the pleasure of working with Allie, on and off, for the past 12 summers that she has been employed at Autism Services' Bruce Awad Summer Program. As a valuable member of our Summer Program staff, Allie has worked as a Support Worker and later becoming a Supervisor for our program.

Allie displays the characteristics of a mature, responsible, and caring individual through her actions and commitment to fine tuning her communication and leadership skills. Through her past supervisor experience with our organization, Allie brings an enthusiastic and self-driven work ethic that benefits her and the classroom. Allie would frequently advocate for both the staff & students that she oversees and interacts with and our organization in general when in the public eye. Allie works efficiently and responsibly under circumstances where adaptive measures are needed related to student behaviour and classroom routine. She consistently seeks out feedback from fellow Supervisors and Co-Directors alike regarding her work ethic. She perseveres through challenges that she encounters in her classroom routine and is resolute in her commitment to meeting and exceeding the daily expectations of our program. Through these qualities, Allie will excel as a caring and knowledgeable educator in her future endeavours.

Allie consistently portrays courteous and professional mannerisms throughout her experience with our program. She commits her time with our program by following our policies and procedures in every situation. Understanding the responsibility of representing the organization, Allie actively promotes the program when the opportunity arises in the public. She is a hard-working individual who seeks opportunities to learn and practice her skill set. Her work ethic does not go unnoticed by everyone she works with, and staff and I have nothing but praise for her commitment to all program goals and expectations set out for the program's success. Allie's kind nature and likeable personality will no doubt benefit her professional growth.

Communication is vital to our Summer Program. Staff are expected to communicate daily with parents and guardians through one-on-one discussions, writing government reports and communication logs. Allie excels at talking with parents and effectively communicating the essential information to her class on a consistent basis. Allie interacts with her students through energetic, spirited, and sociable mannerisms that benefit the staff and students through their engagement in activities. She displays an adept ability to communicate with staff and administration that allows her to feel confident in her abilities as a responsible individual. Allie collaborates with every staff member she interacts with which allows cohesive flow in the classroom routine. These qualities are by far, some of Allie's strengths.

Whenever faced with a situation in our Summer Program requiring well-developed problem-solving skills, Allie consistently offers insightful feedback and provides unique solutions to problems. Through our program, Allie exudes confidence when it comes to programming and implementing coping strategies with our students with Autism. Routine plays an important role in our everyday schedules, but it is also important to problem solve and adapt to the behaviours of our students. As a Supervisor, Allie is a resourceful individual in using and trying new procedures with the students by incorporating inquisitive and adaptable

strategies accordingly. Allie is resourceful using different materials and efficient problem-solving strategies with the students to help overcome daily obstacles.

Working for our program and organization, staff are expected to show understanding and empathy towards all parents, students, and staff involved. Understanding what it is like to have a child with Autism allows all staff to see and experience Autism on many different levels. Allie, from the start of her employment with our Summer Program, persistently showed resolve in every action she took. Her caring, sociable and team-orientated personality allows others to see her delicate approach to understanding our students' abilities and how to engage them to the best of their potential. Allie learns strategies that best help the students achieve their maximum potential. She dedicates her time and attention to engaging students while adapting to every individual's social-emotional stage and helps them through their difficulties. Allie actively listens to staff, students, and parents alike and takes to heart every learning opportunity to best relate empathetically to each need of our families.

Having known Allie in a professional manner as a director and seeing her growth through the years being employed by our Autism Summer Program, it makes me extremely proud to see her continued goals to achieve success. Allie undoubtedly possesses many skills that will serve her in her academic drive to be a responsible, hard-working professional in the education field. Her reliable character and willingness to advocate for the needs of others will mold her into a dedicated leader in her profession for years to come. Allie's innate ability to collaborate with many people in many different roles and communicate effectively and efficiently, will truly make her a well-rounded professional. I am very proud to have known Allie through her time spent with our agency and know that she brings forth a resolve to be the best in every professional manner.

Sincerely,

Sean Crawford

(Co-Director of the ASI Summer Program for Individuals with Autism) & Teacher with the GECDDB

519-996-6991

Sean.Crawford@publicboard.ca

asiemployment@gmail.com



ST. GABRIEL

CATHOLIC ELEMENTARY SCHOOL



1400 Roselawn Drive
Windsor, Ontario N9E 1L8
Phone 519 969 3230
Fax (519) 969-3702

Principal: Mr. B. Flanagan

www.wecdsb.on.ca/stgabs

Secretary: Mrs. S. Fowler

June 29, 2023

To Whom It May Concern,

Please accept this letter of reference for **Alexandra Miner**. Allie completed a challenging long term teaching assignment from November 9, 2022 to June 16, 2023 as a Grade 8 Teacher during the 2022/2023 school year at St. Gabriel School. This position was constantly evolving from month to month. The teacher was expected back to work but as time progressed, Allie found herself immersed in the role as the full time classroom teacher for the majority of the school year. She accommodated all that was asked of her for the consistency and well being of her students.

Allie worked extremely hard at St. Gabriel school. She was put into a position where she had to formally assess student work and complete report cards for the first time after only knowing her students for a short time. She embraced this challenge and did an exceptional job. She was put in a position where she had to participate in parent-teacher interviews, grade 8 transition meetings, graduation preparation and a schoolwide activity day. Allie also completed the June report cards for her grade 8 students. Her comments, structure and professionalism were that of a veteran teacher.

While Allie did a great job performing the day to day duties of a grade teacher, her focus was always on curriculum and delivering the program to meet the needs of all her students. She spent many long hours preparing for each day, oftentimes coming in on weekends to be prepared for the week ahead. Allie is an extremely hard worker and does a great job with planning. She was never hesitant to reach out for assistance with respect to assessment and evaluation, the new MathUp resource or strategies on managing behaviors in the classroom. She managed her classroom very well and was eager to learn new ideas from the veteran teachers and support staff around her which are the assets of a true professional!

Allie deserves a great deal of credit for her accomplishments as a grade 8 teacher this school year. She handled herself with professionalism and demonstrated genuine care for her students. Her students respected her and she was able to handle all parent meetings with grace and professionalism. Allie's attendance at the grade 8 graduation (after her assignment was complete) did not go unnoticed by staff, parents and most importantly, her students.

Allie has demonstrated that she is an individual who cares about her profession, her professional development and the well-being of her students. She has an extremely strong work ethic and a passion for student learning. I strongly recommend Allie Miner for a full time teaching position within our board.

Please do not hesitate to contact me should you have any questions with respect to Alexandra Miner at 519-969-3230 or bob_flanagan@wecdsb.on.ca.

Sincerely,

Mr. B. Flanagan

Principal

Mr.s. E Byrne, Director of Education

Mrs. J. Tawil,, Superintendent

Mr. F. Valentinis, Trustee

Windsor-Essex Catholic District School Board
"Building communities of faith, hope and service"



W.J. Langlois Catholic School

3110 Rivard Avenue
Windsor, Ontario, N8T2J2
Phone: (519) 948-9122



Mrs. K.A. Bull
Superintendent

Mrs. S. Dauncey - Principal
Mrs. M. Brabant - Vice-Principal

Mrs. L. Bourque
Secretary

June 26, 2023

To Whom It May Concern,

I am writing this letter of recommendation for Ms. Alexandra Miner. I had the opportunity to work with Ms. Miner on a few occasion as an After School tutor, an Occasional Teacher, and as a volunteer at both Immaculate Conception School and WJ Langlois School.

Alexandra was a welcome addition. She consistently had a positive and cheerful attitude, was a well organized self-starter, and always presented a sense of calm and confidence when working with her students. During the after school program at Immaculate Conception School, Alexandra was extremely creative in engaging her young learners through a variety of diverse lessons and her students were always excited about their new learning opportunities. This year, she came to WJ Langlois to volunteer in the Grade 7/8 classroom. She was able to create and nurture a positive and safe environment for her students as a teacher and as a volunteer.

Alexandra's kindness and compassion toward members of our school community, her ability to work collaboratively with others, and her overall professionalism are clearly characteristics that I personally respect and value. I would welcome Ms. Miner as a permanent staff member in my own school and believe that she would be an asset and a blessing to any school community.

If you have any further questions, please feel free to contact me.

Sincerely,

Michelle Brabant
Vice-Principal
W.J. Langlois Catholic Elementary School



Ontario's Teaching Regulator
L'organisme de réglementation
de l'enseignement en Ontario

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Certificate of Qualification and Registration

This is to certify that

Alexandra Frances Miner, OCT

having met the requirements for membership in the Ontario College of Teachers, has been entered into the public register.

ACADEMIC AND TECHNOLOGICAL QUALIFICATIONS

Bachelor of Arts, Honours, University of Windsor, Ontario	2016
Bachelor of Education, Faculty of Education, University of Windsor, Ontario	2018

PROGRAM OF TEACHER EDUCATION

Bachelor of Education, Faculty of Education, University of Windsor, Ontario	2018
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TEACHING QUALIFICATIONS

Junior and Intermediate Divisions: Dramatic Arts	July 2018
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ADDITIONAL QUALIFICATIONS

Special Education, Part 1	December 2023
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SUPPLEMENTARY INFORMATION

Sexual Abuse Prevention Program	Completed
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LINDA LACROIX, OCT/EAO
REGISTRAR AND CHIEF EXECUTIVE OFFICER

DIANA MILES
CHAIR OF COUNCIL

The authoritative and up-to-date version of this certificate is available on the College website at oct.ca → Find a Teacher.

Printed on: February 25, 2024.

END OF CERTIFICATE OF QUALIFICATION AND REGISTRATION