

Laura Minor

Support Teacher - Extera Public Schools

Los Angeles, CA 90043

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(323) 290-0186

A position working with children as a substitute teacher, tutor, or counselor

#readytowork

Work Experience

Support Teacher

Extera Public Schools - Los Angeles, CA

October 2014 to Present

- Work with small groups of children in all subjects
- Assist teacher-supervising children with classroom and playground activities, meals, etc.
- Assist in developing lesson plans and implementing effective teaching strategies
- Organize cooperative learning activities
- Tutor students needing additional assistance with course work
- Assess and analyze student performance throughout the term (i.e., baseline, midyear, and final report)
- Supervise and create a safe, comfortable, and fun learning environment for children
- Create instructional materials and procedures consistent with individual learning needs and behaviors
- Collaborate with co-workers and administrators in maintaining a positive and stimulating learning environment

Instructional Aide

Watts Learning Center - Los Angeles, CA

July 2010 to June 2014

- Work with individual or small groups to reinforce learning material or skills introduced by teacher
- Distribute and collect workbooks, papers, and/or instructional materials
- Guide independent study, enrichment work, and remedial work
- Assist with the supervision of students during meals, emergency drills, assemblies, play periods, or field trips
- Assist with supervision of daily routines and schedules
- Part-time Substitute for Saturday Intervention programs and Summer School (Camp Learn)

Substitute Teacher

Inglewood Unified School District - Inglewood, CA

March 2010 to April 2010

- Assist Kindergarten classroom settling in the PUSH-IN program
- Work with teacher to develop reading strategies for all children in the class
- One-on-one math skills and writing assistance

- Organize classroom environment for teacher before testing children
- Create instructional materials and procedures consistent with individual learning needs and behaviors
- Collaborate with co-workers and administrators in maintaining a positive and stimulating environment for children's learning

Education

B.A. in Interdisciplinary Studies

California State University - Carson, CA

2008

Masters in Education in Teaching Credential Program and Masters

University of Phoenix - Gardena, CA

Skills

- Excel (Less than 1 year)
- MS Word (Less than 1 year)
- Word (Less than 1 year)
- Experience with Children
- Tutoring
- Classroom Management
- Special Education
- Writing Skills
- Childcare
- Experience with Children
- Special Education
- Tutoring
- Writing Skills
- Teaching
- Math
- Classroom Management

Additional Information

Organized, creative and dedicated individual who believes children can learn and thrive with proper attention to their individual and group needs. Exceptional abilities to establish instant rapport with students to help accelerate their learning. Proven track record of being able to work in chaotic situation and maintain a sense of professionalism.

Additional Skills

MS Word, Power Point, Excel, and Internet