1. Maintained regular verbal and written communication with school counselors and parents to update with student progress, class schedules and important test dates.
2. Provided advice and guidance to students needing morale-boosting and academic advising.
3. Employed appropriate teaching methods to cater to individual educational needs of each student.
4. Taught [Area of expertise] to [Number] students in classroom setting.
5. Attended professional development seminars and workshops to maintain expertise in [Area of study].
6. Participated in school district meetings and parent-teacher conferences to give insight into student progress and curriculum plans.
7. Communicated clear learning objectives to students on each unique chapter.
8. Proctored classroom exams and finals in secure environment to prevent plagiarism and cheating.
9. Prepared various classroom activities and assessment methods to promote retention of study materials.
10. Delivered prepared lesson plans using instructional materials and tools including [Software] and [Technique].
11. Acted ethically and professionally when conversing with students and delivering lectures to be positive role model for kids of all backgrounds.
12. Created lesson plans, course materials and homework assignments covering established coursework and textbook information.
13. Oversaw and trained [Number] student teachers on grading procedures, testing protocols and [Task] to support skills development and receive assistance in managing multiple tasks.
14. Participated in departmental curriculum development, program administration, committee management and [Task].
15. Delivered lessons on [Type] history every [Timeframe] to [Number] students.
16. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
17. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
18. Introduced [Type] students to history lesson information by capturing attention with targeted questions on materials being presented and engaging multimedia presentations.
19. Monitored all company inventory to ensure stock levels and databases were updated.
20. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.