

# ELEMENTARY TEACHER



**Nagina Khalid**

## Contact

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## About Me

Elementary School Teacher with 10 years of experience managing classrooms of 20-25 students in an Inclusive System. Adept at using positive reinforcement teaching techniques to encourage student behavior and growth. Looking to leverage my creativity and teaching experience to engage at-risk students.

## Objective

To be a part of an educational institution reputed to be educating students according to international standards (CCSS) where I can apply my innovative teaching strategies to help students achieve their educational goals by following the different levels of Bloom' s Taxonomy by keeping in view my professional and personal goals.

## **Personal Skills**

- Ability to easily connect with people
- Easy adaptation in new system
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Aptitude in multimedia which is essential in providing a diverse set of learning experiences to grade school students
- Ability to work efficiently under pressure
- Ability to organize and prioritize tasks effectively
- Positive outlook in life and bubbly disposition
- Resourcefulness and creativity
- Excellent leadership skills and strong analytical abilities
- Unquenchable drive and profound sense of dedication
- Open-mindedness and receptiveness to new ideas particularly innovative and effective approaches in teaching
- Leadership skills
- Quick learning

## **Education**

MBA in Marketing and Management from Hajvery University, Lahore.

BSc in Maths, Physics and Chemistry from Punjab University, Lahore.

## **Professional History**

Al-Nibras International Bilingual School, Kuwait 2011-to date

### **Grade 2 Homeroom Teacher in an Inclusive system**

- To make **Yearly Curriculum Plan** based on CCSS and Students' needs.
- Assess students' present level of performance (**PLOP**)
- To make new and update old **IEPs** for special students based on their educational and social needs.
- To prepare regular CCSS based ELA, Math and Science **weekly lesson plans**.
- To **modify** learning resources and apply **accommodation** techniques in classroom.
- To prepare **Scope and Sequence** for core subjects.
- To plan and conduct activities for a balanced program of instruction, demonstration, which can challenge students' **executive skills**, working memory and self- monitoring and **organizational skills**.
- To prepare **homework** for reinforcement of **classwork** and to enhance children' s working memory.
- To prepare and apply **rubrics**, follow up forms and **recording sheets** for different activities.
- To plan **character building** activities.
- To update parents about students' academic, social and behavioral progress weekly.
- To **substitute** the absent teachers
- To perform different morning and afternoon **duties** to ensure students' safety.

### **Key Skills**

- Strong classroom management
- Proactive
- Easily approachable by students
- Always ready to learn new teaching techniques
- Flexible for timings
- Manage work pressure
- Good interpersonal skills
- Well organized
- Can easily conduct presentations and training sessions to a small group of teachers.
- Lead the grade level meetings and update administration about them.

- To conduct **Remedial** sessions for struggling students

**Grade 2 HRT for small group of 8 students with Learning Difficulties 2015**

- To modify the regular yearly curriculum plan to meet students' individual needs
- To prepare lesson plans based on **Essential Elements** of CCSS matching to students educational goals
- To IEPs for each student
- To prepare learning materials and activities for accommodation
- Updating grades and conducting meetings with parents

**Grade 3 HRT for an inclusive class 2016**

- To work on all the documents required by the school keeping in view grade 3 curriculum.

**Kuwait Bilingual School, Kuwait 2010- 2011**

**Lab Technician**

Duties included:

- Working as a lab technician for primary and secondary school.
- Preparing Lab and different Materials required for experiments.
- Help and supervise students to perform their science activities independently in Science Labs
- Find out and formulate experiments related to the topics.
- Arrange different Science resources for teachers.
- Help in organizing Science Fair and other Science related events
- Coordinate and assist science teachers in science lessons to work with science resources

**The City School, Shalimar Campus, Pakistan 2006- 2007**

**Math and Science Teacher**

- Worked as a Math and Science teacher for grade III and grade VI

**Instaphone Pakcom Ltd, Pakistan 1996-1998**

Worked as Sales coordinator and Activation Officer

**References**

References can be provided on request.