

Jack Black

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517.444.1234

QUALIFICATIONS SUMMARY

Self-directed, resourceful and eager teaching professional with genuine interest in nurturing a students' cognitive and social growth. Skilled in the design of developmentally appropriate, enriching, innovative and hands-on activities and lessons. Active team member effectively communicating and collaborating with all levels of staff to ensure optimum learning environment for students.

Recruiter

CORE EXPERTISE AND SKILLS

International Baccalaureate Expertise, Twitter, Facebook, YouTube, Public Speaking, Newsletters, Event Coordination

EDUCATION

Adrian College, Adrian, Michigan

Bachelor of Art in Mathematics, Certified in Elementary Education

Expected graduation: December 2016

- Served as Student Associate Trustee on Adrian College Board of Trustees 2015-Present
- Math Club 2014-Present
- Chi Omega Sorority 2014-Present

TEACHING EXPERIENCE

Student Teacher, August 2016 – Present

Rolling Hills Elementary School, Adrian, Michigan

- Instruct students using various teaching methods such as lectures, discussions, and demonstrations.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Create and enforce rules for behavior and procedures for maintaining order among the students.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their child.
- Coordinate a field trip to Michigan International Speedway for the "Track and Explore" program.
- Attend professional development training on curriculum, reading recover and lesson differentiation.
- Organize after-school tutoring program 3 days a week for an average of 30 students.

Practicum, March 2016 – May 2016

Adrian Elementary School, Adrian, Michigan

- Observed elementary math teacher gaining an understanding of diverse ways of teaching students to accommodate individual needs.
- Instructed 30 5th grade students on how to review for test.

Practicum, January 2016 – March 2016

Adrian Elementary School, Adrian, Michigan

- Taught 28 3rd grade students in math, reading, and science.
- Developed and instructed unit plans on fractions.
- Used technology in the classroom in the form of supervised Internet-based research.

WORK EXPERIENCE

Office Assistant, January 2013 – Present

Adrian College, Education Curriculum Center, Adrian, Michigan

- Complete projects and orders for students and staff using the ellison machine, laminator and paper cutter.
- Develop a strategic plan and timeline for accomplishing all goals as directed by the centers supervisor.
- Aide students in locating teaching resources such as magazines, professional books, children's literature, manipulatives and technology resources.
- Efficiently and accurately help students through the checkout process in an organized manner.

EXTRA CURRICULAR EXPERIENCE

Adrian College Cheer, Member, 2013 – Present

Algebraniacs Club, Member, 2014 – Present