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BEFORE RESUME

Terry Smith
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PROFESSIONAL LICENSE

License No. 0682474

EXPERIENCE

ELEMENTARY TEACHER - Grade 1 & Grade II, Gadson Elementary School 9/2000 to Present

Duties & Responsibilities: Teaching Grade I & Grade II pupils in all subject areas per district curriculum standards. Preparing lesson plans, administering tests and actively participating in school activities.

MEDICAL RECORDS CLERK/RECEPTIONIST - All Saints Hospital 6/1998 to 10/1998

Duties & Responsibilities: Managed assembly and filing of patient records, scheduled appointments, prepared medical documents, typed medical reports submitted by physicians, and answered heavy volume multi-line phones.

HEALTH CLUB ATTENDANT - SureFitness 11/1998 to 6/2000

Greeted health club patrons, provided site tours, answered the phones and provided quotes for membership fees, research and resolved billing issues, and assembled marketing materials as assigned.

ELEMENTARY GRADE TEACHER - GRADE I TO GRADE VI, Pittson Elementary 9/1994 to 6/1998

Duties & Responsibilities: Taught Grade I to Grade VI pupils in all subject areas. Instructed a classroom of 39 students as specified in the MLC with over 70% achieving excellent levels of proficiency. Developed lesson plans or utilized existing teaching aids.

Administered period testing. Participated in in-service training. Maintained complete and up-to-date classroom and student records. Served as Chairman for Registration Day and PTA Children's Festival.

EDUCATION

Nickson Elementary School

Chief Sealth High School

A.A.S. Degree - Shoreline Community College

B.S. Degree in Elementary Education - University of Washington

OTHER

Typing - Fred Secretarial College

Computer Literacy Course, DBaseIII, Wordstar, Lotus - Microworld

TRAININGS / SEMINARS

Patrol Leaders Training Course, Gadson Elementary School

Division Training Workshop in Physical Education, Gadson Elementary School

Seminar/Workshop for School Trainers on Behavior Modification Techniques, Pittson Elementary

Basic Leadership Course - Rita Elementary School

REFERENCES AVAILABLE UPON REQUEST

AFTER RESUME

TERRY SMITH Phone: 425-555-5555 Email: tsmith@sss.com Address: 23 Northup Blvd, Bothell, WA 98011

HIGHLY MOTIVATED & DEDICATED ELEMENTARY TEACHER ...

FOSTERS HIGH STUDENT SELF-EXPECTATIONS with proven background:

- **Building Commitment to Quality Education & Strong Bonds with Students, Parents & Faculty**
 - **Integrating Cutting Edge Instructional Techniques to Link Learning with Fun!**
 - **Increasing Student Grades 18%, Attendance 16% & Parent Involvement 30%**
 - **Receiving Multiple Teacher of The Year Awards**
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LESSON PLANNING & CLASSROOM MANAGEMENT

Lesson Planning/Core Curriculum Development - All Subjects
Classroom Technology & Multimedia Integration
Student Assessment & Performance Evaluation
Behavior Modification for Learning Improvement

Individualized Student Learning Plans & Goal Development
Creation of Progressive & Self-Paced Learning Modules
In-service Trainer & Continuing Education Team Leader
Program Development to Increase Parental Involvement

GRADES 1-6 TEACHING - 10 YEARS EXPERIENCE

Pittson Elementary 9/1992 to 6/1998 and Gadson Elementary School 9/2000 to Present

Innovative Classroom Management - Increased Grades 18%, Attendance 16%, Parent Involvement 30% - Offer proven ability to take over troubled classrooms and create curriculum that has increased average grades by up to 18% and daily attendance by as much as 16%. Throughout my 10 year career have successfully instructed over 1,000 students and currently manage a classroom of 36 students. Hold full responsibility for development of core curriculum, lesson plans and/or use of existing learning aids to meet district teaching requirements. Commended as a highly motivated teacher who thrives on fostering exceptional student success and increasing parental involvement through weekly communication of student progress, academic or behavioral issues.

Drive Student Achievement Through Assessments, Monitoring, Testing & Individualized Coaching - Conduct student learning and skill assessments to assess learning or developmental issues, create individual learning plans, monitor performance and provide motivational mentoring to assist students in achieving their educational goals. Maintain an ongoing record of each student's skill level to facilitate assignment of coursework that is challenging yet achievable.

Create Motivating Learning Environments That Capture the Imagination - Create an aesthetically pleasing and relaxing classroom environment through applied use of wall banners, student performance charts with stars to show each student's progress in each subject area, and seasonal theme art.

Maximize Technology & Multi-Media Instruction - Secured a classroom computer as donation from local business and assign each student weekly computer time in order to gain valuable technology experience via computer games and internet research. Utilize computerized programs to expand multi-media instruction for math and spelling.

Maintain an Organized Classroom with Excellent Record Keeping & Reporting Skills
Team Leader of Text Book Adoption Committee to Acquire 'Best' Classroom Materials
Presenter of Faculty In-service Training / Mentor New Teachers & Teacher Aids
Chairman of Registration Day & PTA Children's Festival
3 Teacher of The Year Awards

EDUCATION & TEACHING LICENSE

Bachelor of Science Degree in Elementary Education
Washington State Teaching License Grades 1-6 000002223

IN-SERVICE TRAINING / CONTINUING EDUCATION

Patrol Leaders Training, District Training Workshop in Physical Education, Behavior Modification, Basic Leadership, Fostering Parental Involvement, Integration of Classroom Technology, Student Skill Assessment & Testing, Textbook Research & Selection, Latest Developments in Lesson Planning