

JAYNE SMITH-DOWE

(469) 555-5555 | sampleresumetemplates@email.com

CERTIFICATION

Dually certified to teach (permanent) regular and special education.

EDUCATION

M.A., Elementary Education, 2008 | TEXAS UNIVERSITY - Dallas, TX

B.S., Elementary Education, 2006 | BRIGHTON COLLEGE - Dallas, TX

PROFESSIONAL EXPERIENCE

Teacher - First and Second Grades | JEFFERSON ELEMENTARY - Dallas, TX 2014 - Present

- Teach special education students in a self-contained 15:1:1 classroom setting.
- Manage class activities, scheduling, and testing while keeping students on task.
- Use behavior modification techniques to improve conduct and encourage participation.
- Integrate multiple teaching styles to intensify the range of learning.
- Teach guided reading lessons to model questioning, clarification, and problem-solving.
- Assist with the formulation of IEP's and prepare quarterly report cards.
- Evaluate student progress and support recommendations for further student development.
- Attend and participate in Special Education Staff conferences and CSE meetings.

Teacher - Second Grade | PEACHTREE ELEMENTARY - Dallas, TX 2011 - 2014

- Taught a second-grade regular education class with 32 multicultural students.
- Used visual, tactical, and auditory materials to simplify concepts and assisted in letter recognition.
- Expanded the range of learning through whole class, individual, and small group instruction, cooperative education, and math, science, reading, art, and multi-sensory learning centers.
- Challenged students to master math concepts using manipulative and charting exercises.
- Integrated technology into the learning process Smartboard and self-paced programs.
- Communicated with parents to acknowledge superior work and areas of concern.

Teacher - First Grade | COMMUNITY EDUCATION CENTER - Dallas, TX 2007 - 2011

- Taught a first-grade class with 27 regular and mainstreamed students.
- Implemented a Direct Balanced Literacy Program using a Whole Language approach to reading, science, and social studies in accordance to ELA, IEPs, state, and district standards.
- Used a buddy system to facilitate student partnering of non-readers with advanced readers.
- Led class to achieve first place in the school's first grade Power Literacy Program contest.

COMPUTER SKILLS

Windows / Mac; Smartboard; MS Word, Excel and PowerPoint