

JANE DOE, M.ED

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CANDIDATE, FACULTY-ENGLISH INSTRUCTOR OF DEVELOPMENT AND/OR COLLEGE-LEVEL

QUALIFICATIONS SUMMARY

Effective and resourceful motivator, team-builder, and facilitator with exceptional communication and presentation skills possessing an innate ability to establish and maintain solid relationships with the administration and students and conceptualize and implement individualized education plans. Self-reflective, life-long learner with an ongoing commitment to professional growth; devoted to continuing teacher education initiatives, advancing organizational goals, and inspiring academic excellence through the implementation of active learning strategies and the development and assessment of student learning outcomes. Superior interpersonal, organizational, analytical, research, and critical-thinking skills. Strong written, oral, and technical aptitude.

CORE COMPETENCIES

- *Class Instruction/Course Design*
- *Developmental Learning Process*
- *Student Assessment Strategies*
- *Technology-Mediated Instruction*
- *Student Engagement/Recruitment*
- *Integrated Reading/Writing*
- *Academic Advising/Support*
- *Multidisciplinary Teamwork*
- *Instructional Collaboration*
- *Student-Centered Pedagogy*
- *Program Planning/Implementation*
- *Progress Monitoring/Measurement*
- *Learning Strategy Implementation*
- *Professional Development/Growth*
- *Records Management/Processing*

EDUCATION

- Master of Education (M.Ed) in Special Education (Moderate Disabilities), Any College, Anytown, USA
- Bachelor of Arts (BA) in English and Psychology, Any College, Anytown, USA

CREDENTIALS

- Sheltered English Immersion Endorsement; Any State No.:123456
- Licensed Principal/Assistant Principal (5-8), (9-12); Any State No.: 123456
- Licensed Educator, English Language Arts (5-8), (9-12); Any State No.: 123456
- Licensed Educator, Special Education/Moderate Disabilities (5-12); Any State No.: 123456

PROFESSIONAL DEVELOPMENT

▪ Commonwealth Leadership Academy ▪ Developmental Reading Assessment (DRA) Training ▪ Fontas and Pinnel Literacy Training ▪ Keys to Literacy ▪ 6+1 Writing Traits ▪ Collins Writing Program ▪ Massachusetts English Language Assessment-Oral (MELA-O) Training ▪ Lindamood-Bell Phoneme Seeing Stars, Sequencing, and Visualizing and Verbalizing Training ▪ Learning Disability of Language Difference ▪ How to Be An Effective Teacher ▪ Improving Math Learning for Students with Disabilities ▪ OnBoard Smart Technology Training

CURRENT EMPLOYMENT

- Broker, ABC Company, Anytown, USA (2018 - Present)

INSTRUCTIONAL CHRONOLOGY

ABC Public Schools	Any Town, USA	2015 - 2018
English Teacher (9 th & 10 th Grade), Any High School		2017 - 2018
Special Education Inclusion Teacher, Any High School		2015 - 2017
ABC Public Schools	Any Town, USA	2010 - 2015/2007 - 2008
English/Language Arts Teacher, Any Community School		2012 - 2015
English/Language Arts Teacher, Any Middle School		2011 - 2012
Adjustment Classroom Teacher, Any Middle School		2010 - 2011
Special Education Teacher, Any Alternative School		2007 - 2008
ABC Public Schools	Any Town, USA	2008 - 2010
Special Education Inclusion Teacher, Any Middle/High School		
ABC Community College	Any Town, USA	2006 - 2007
English/Language Arts Teacher		

KEY QUALIFICATIONS/HIGHLIGHTS OF INSTRUCTIONAL ABILITIES AND EXPERIENCE

- Developed and taught relevant and current course proposals and curriculum, including English, Integrated Reading and Writing, Co-Requisite Composition, and English Development, to students from diverse academic, socioeconomic, sexual orientation, race, ethnicity, religious, and cultural backgrounds (encompassing students with varying levels of academic preparation and physical and learning abilities); regarded as the principal source of instruction and the faculty of record for course offerings with experience integrating active learning styles.
- Researched and employed new pedagogies (i.e. the Reading, Writing and Reasoning (RWR) accelerated learning model and the Accelerated Learning Program (ALP) to enhance, hasten, and contextualize developmental instruction.
- Developed and applied:
 - Student-centered pedagogies and assessment strategies that maximized the developmental learning process and measured student learning outcomes
 - Instructional methods and technology in and out of the classroom that engaged students of varying learning styles and abilities
 - Reading intervention
 - Individualized Education Plans (IEPs) and Educational Evaluations
 - Appropriate classroom and assessment accommodations and modifications (as needed); determined eligibility for special education services/goal setting
- Prepared syllabi, delivered lectures, facilitated in-class discussions, and planned assignments per established course outlines and in accordance with department and institutional standards; coordinated and instructed each subject area using 21st Century technology along with a wide-variety of teaching aids, motivational, and implementation strategies to engage students in active learning.
- Modified curriculum as necessary and enhanced academic and social growth by using varied teaching approaches including whole group, individual, and small group lessons.
- Implemented active learning strategies and employed technology-mediated instructional techniques.
- Designed and implemented data-driven instruction.
- Provided students with clear and concise learning outcome expectations; clearly articulated/outlined course requirements, evaluation procedures, and attendance requirements.
- Graded assigned papers, quizzes, and exams; assessed student grades based on participation, performance in class, assignments, and examinations.
- Encouraged and ensured impartiality and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievement.
- Used Blackboard Learning Management System (LMS) to post syllabi, assignments, and grades.
- Monitored and administered grades and formative and summative assessments; delivered feedback in ways that furthered student learning.
- Facilitated student and parent/teacher conferences.
- Documented track record of working effectively as a member of various instructional teams; actively participated in department activities, staff development, and professional growth programs.

ACADEMIC LEADERSHIP

- Developed/Managed 21st Century Afterschool Program, Any Community School (2015)
 - School Leadership Team, Any Community School (2013 - 2015)
 - Professional Mentor, Any Community School (2012 - 2013)
 - Team Lead, Any Community School (2012 - 2013)

PROFESSIONAL MANAGEMENT EXPERIENCE

- Franchise Owner, ABC Company, Inc., Anytown, USA (2003 - 2006)

References and Supporting Documentation Furnished Upon Request