

## **AMY SMITH**

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### **Objective**

**Desire a Challenging Position as Teacher Assistant in a Reputable School**

### **Profile**

A highly talented, energetic, and enthusiastic Teacher Assistant with proven expertise and experience in working with teachers; helping with organizing classroom in which children can work and play safely; supporting children with their activities, promoting physical, intellectual, emotional and social development and; assisting with administrative tasks.

### **Summary of Qualifications**

- Over twelve years of Solid experience.
- Demonstrate ability to interact and communicate effectively with both children and adults.
- Remarkable ability to build good working relationships with both children and adults. This includes being able to give respect and understanding to all children and their families, whatever their cultural background.
- Deep interest and joy in working with children.
- Sound knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Profound knowledge of administrative and clerical procedures and systems.
- Excellent knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Uncommon ability to teach others how to do something.
- Proficiency at talking to others to convey information effectively.
- Expertise at selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- In-depth ability to monitor/Assess performance of self, other individuals, or organizations to make improvements or take corrective action.

### **Professional Experience**

**Cousins Private School**, Stony Point, NY      2000 - Present  
**Teacher Assistant**

- Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENCO and class teachers.
- Assist in the implementation of Individual Education Programs for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist class teachers with maintaining student records.

- Support students with emotional or behavioral problems and help develop their social skills.
- Prepare and present displays of students' work.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Undertake other duties from time to time as the head teacher requires.

**Golden Gate School**, Stony Point, NY  
**Teacher Aide**

1995 - 2000

- Provided instructional and clerical support for classroom teachers, allowing teachers more time for lesson planning and teaching.
- Tutored and assisted children in learning class material using the teacher's lesson plans, providing students with individualized attention.
- Supervised students in the cafeteria, schoolyard, and hallways, and on field trips.
- Recorded grades, set up equipment, and helped prepare materials for instruction.
- Welcomed parents and their young children, answered questions, and interacted with the public.

**Golden Gate School**, Stony Point, NY  
**Playground Attendant**

1993 - 1995

- Supervised low organized games and outdoor free play; maintains order and monitored activity to prevent accidents and to prevent injuries.
- Dispensed equipment and supplies.
- Enforced playground regulations; watched facilities to prevent vandalism.
- Effected minor repairs to equipment.
- Performed general cleaning on facilities and grounds.
- Maintained an environment that is safe and secure for young children by: helping parents supervise their children in Science Playground Discovery Lab and maintaining consistent rules and limits and approaching such issues tactfully; consistently scanning the area for small unsafe objects.
- Maintained the general on-going organization of the space. Such procedures included: setting up and tidying up of activity areas.
- Kept current with internal communications, timesheets, schedule, etc.
- Dusted, washed toys and equipment daily.

### **EDUCATION**

**New York University, NY**

Associate degree Early Childhood Education (1995)

**New York University, NY**

Diploma Early Childhood Education (1992)