**Full Name**  
[Street, City, State, Zip] | [Phone] [Email Address]

**Profile Summary**

Substitute teacher offering many years of experience and life dedication to the teaching role. Core qualifications include:

* Familiarity with all subjects of instruction required.
* Fairness: Ability to establish an evenhanded and ethical atmosphere for all students.
* Ability to work with lesson plans established by primary teacher.
* Versatility in methods of instruction and ability to adapt quickly.
* Flexibility: Ability to adapt to new environments and to the students as individuals.
* Ability to adapt lesson plan/instruction techniques for students with special needs.
* Familiarity with theories and practices of education and child development.
* Ability to properly handle misconduct.

**Key Skills and Core Competencies**

* Promoting best performance in academic and social endeavors
* Cultural awareness regarding cultural diversity in class
* Positive attitude toward children and parents
* Time management: Especially the ability to use class time effectively.
* Superior communication skills, especially verbal
* Interpersonal and team building skills
* Problem solving abilities
* Knowledge of emergency procedures (in case of injuries, fire, earthquake)
* Relevant formal training, practice and experience

**Objective Statement** – As an experienced substitute teacher, I bring flexibility and versatility to my work, with the ability to pick up material from anywhere and motivate classes towards success.

**Professional Experience**

**Substitute Teacher** ABC Public Schools     New-York, NY     2003 – Present

***Highlights of Performance:***

* Taught [one or more] of these: English, math, social sciences, citizenship, art, music…
* Prepared class materials, such as: …
* Employed lecture, demonstration, and discussion teaching methods in class.
* Demonstrated and reinforced social standards of behavior – Established norms of class behavior and maintained order at all times.
* Reinforced skills such as independence, problem solving, and goal setting.
* Implemented XYZ special-education methods.
* Followed policies and regulations in keeping progress notes and student records, and in making the necessary reports – Performed regular progress monitoring and completed any necessary quarterly reports.

***Other Activities:***

* Cooperated with regular-education staff when necessary.
* Maintained office hours for instruction and conferencing.
* Responded to emails within 24 hrs and offered home visits.
* Provided parents with schedules and agendas.
* Consulted parents, professionals, and administration to create individualized programs.

**Educational Qualifications**

* BA or B.Sc. or associate degree in early childhood education, mastery of: history, languages/English, art, citizenship, literature, sociology…
* High-school diploma (or GED)