

SAMPLE RESUME

☎ xx xxxxx xxxxxx ■xxxxxx, xxxxxxx xxxxx
☎ (xxx) xxx.xxxx ☎ (xxx) xxx.xxxx ✉ xxxxx@pgcps.org

ESOL TEACHER

QUALIFICATION PROFILE

Seasoned instructor and educational leader competent in creating learning environments for students at all levels of language development, emphasizing higher level thinking skills, scaffolding, hands-on activities, and curriculum modification. Exemplifies solid ability to individualize instruction based on students' interests and needs. Demonstrated track record in fostering student achievement and in fostering a rapport with youngsters from diverse cultural backgrounds. Collaborates with mainstream teachers to provide integrated instruction and preparation for MSA. Extensive knowledge of ESOL curriculum frameworks as well as the Voluntary State Curriculum.

AREAS OF STRENGTHS

Child-Centered Teaching
Multicultural Awareness
Knowledge of Instructional Models
Cooperative Learning

Realia and Visual Aids Utilization
Integration of Technology
Proactive Classroom Management
Team Leadership

Collaboration with Colleagues
Data Analysis
Individual Intervention
Native Speaker of Standard American English

PROFESSIONAL EXPERIENCE

DOSWELL E. BROOKS ES-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD

ESOL DEPARTMENT CHAIRPERSON/ TEACHER

2002-PRESENT

- ☐ Facilitate instruction of English language to culturally diverse students from different parts of the world in a National Title I Distinguished School
- ☐ Participate as member of the school Leadership Team, an administrative group which meets regularly and observes classroom decorum
- ☐ Serve as chairperson of ELL (English Language Learner) committee which determines the appropriate accommodations for students during instruction and when taking state exams (MSA)
- ☐ Administer LAS Links test, an annual state-mandated test given to all ELL students to determine their English proficiency level in four areas of learning: listening, speaking, reading, and writing
- ☐ Conduct regular meetings with other ESOL staff and offer advice in scheduling and assigning students to teachers
- ☐ Provide guidance to mainstream teachers regarding the correct grading of ELL students, teaching strategies for diverse students, and policies of the ESOL program
- ☐ Perform various duties such as maintaining accurate Excel files of 145 students, working closely with ESOL central county office, and keeping track of student arrivals and withdrawals
- ☐ Organize and coordinate parent meetings to discuss matters related to ESOL program
- ☐ Oversee the Audio-Lending Library, a Title III funded program which provides books and CDs for ELL students
- ☐ Maintain materials of the programs, keeping inventory of books, computers, software, CDs, and ordering supplies needed by staff

Key Accomplishments:

- Established the ESOL program at the school and assumed responsibility for all aspects of program development
- Performed multifaceted functions as the sole representative of the ESOL program including English language instructor, program administrator, and parent liaison
- Attended meetings of ESOL department chairpersons at the county level and disseminated updated information to the school staff
- Coordinated "Focus Groups" to help ELL students prepare for the high-stakes state exams, MSA (Maryland School Assessments)
- Administered MSA exam to groups of students requiring ELL accommodations
- Chaired the SPMT (School Planning and Management Team) from 2006 to 2007 and contributed to the SIP (School Improvement Plan).
- Represented ELL students in SIT (Student Intervention Team) and MDT (Multi Disciplinary Team) meetings.

DOSWELL E. BROOKS ES-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD

MONTESSORI PRE-K TEACHER

2000-2002

- ☐ Served as directress of a class consisting of 25 children ages 3-6 years old
- ☐ Implemented the Montessori method emphasizing individual growth and development in four distinct areas: language, math, sensorial, and practical life
- ☐ Supervised adult assistant accountable for monitoring children while engaging in one-on-one instruction

SAMPLE RESUME

xx xxxxxx xxxxxxxx ■xxxxxxx, xxxxxxxx xxxxxx
(xxx) xxx.xxxx (xxx) xxx.xxxx xxxxx@pgcps.org

Key Accomplishment:

- Nearly 100% of the kindergarten students moved on to first grade as confident readers

VALLEY VIEW ES-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD

TAG TEACHER

1999-2000

- ☐ Taught math and science to second and third grade "talented and gifted" (TAG) students
- ☐ Modified the curriculum for a student who was both TAG and "learning disabled"

FLINTSTONE ES-PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS ■ CAPITOL HEIGHTS, MD

MONTESSORI ELEMENTARY TEACHER

1994-1999

- ☐ Acted as directress for 25 6-8 year-olds and led them on numerous field trips
- ☐ Promoted an alternative educational model emphasizing individualized growth and student choice
- ☐ Served as TAG coordinator responsible for screening and counseling potential TAG students

Key Accomplishments:

- Attended TAG workshops and served as a judge for the "Olympics of the Mind" competitions.
- Functioned as facilitator of SPMT (School Planning and Management Team) and participated in several Comer retreats
- Wrote curriculum documents for Montessori math (summer 1998)
- Involved parents as classroom volunteers

EARLIER CAREER

Montessori Elementary Teacher, Graham Hill ES ■ Seattle Washington
Montessori Preschool/ Kindergarten Teacher, Arlington Co. Public Schools ■ Arlington, VA
Montessori Preschool/ Kindergarten Teacher, Montessori Children's House ■ Bowie, MD
Volunteer Teacher, United States Peace Corps ■ Ethiopia

EDUCATION

Master of Elementary Education, Lehigh University ■ Bethlehem, PA
Bachelor of Arts in Psychology, Bryn Mawr College ■ Bryn Mawr, PA

CERTIFICATES AND TRAININGS

AMS Elementary 6-9 Credential, Institute for Advanced Montessori Studies ■ Wheaton, MD
Teaching English as a Second Language (TESL) Certificate, George Mason University ■ Fairfax, VA
AMI Montessori Certificate, Association Montessori Internationale ■ Bangalore, India
Leadership Training Program, Prince George's County

Maryland State Educator Certificate (Advanced Professional Certificate):

Administrator I
Early Childhood Education PreK-3
Elementary Education 1-6 and Middle School
ESOL PreK-6 or 7-12
Ancillary Credits in Reading and Special Education

COMER SDP (School Development Program) | TAG (Talented and Gifted) | Odyssey of the Mind
Great Books Leader Training | Audubon Ecology Workshops | Multiple Intelligences
Gender and Education | Second Step Social Skills | Writers Workshop | Peer Mediation
Family Life Education | Technology in the Classroom | Interwrite

PROFESSIONAL AFFILIATIONS

Prince George's County Educators Association (PGCEA)
Maryland State Teachers Association (MSTA)
National Education association (NEA)
Teachers of English as a Second Language (TESOL)

ACTIVITIES

Board Member/ Treasurer, Blue Ridge Homeowners Association in Crofton, MD
Member, MENSA (Society of individuals with high IQ)
Member, Capitol Croquet Club
Member, Singles on Sailboats